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**Ontario. Employment Equity  
Internship Program**



# Internship Program



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A job mart special edition

Editor: Irene Stewart

The positions available in the 1993 Internship Program are found in this special edition. Most positions are listed under the names of the participating ministry, and ministry names are in alphabetical order. The Ontario government has a smoke-free workplace policy, and accommodates persons with disabilities on the job, and during the recruitment, interview and selection process. Dedicated to Employment Equity. © Queen's Printer for Ontario, 1993.

## Learning while earning in the OPS

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### Going over the options

Grace Lin (above right), an intern with the Ministry of Finance, meets to review and discuss some policy options with Bev Hawton, employment equity manager at the Ministry of Consumer and Commercial Relations.

(Photo by Scott Bolton)

### By Grace Lin

As recruiting swept through my campus and graduation quickly approached, a sense of dread fell upon me. But in the midst of papers and prepping for final exams, I received a copy of the 1991 Employment Equity Internship Program's special issue of job mart.

I spent a weekend tailoring my cover letters and resumes, breathed a sigh of relief and sent them off, crossing my fingers.

After moving back home to Windsor, I quickly found a temporary job and wondered about the status of my resumes. Competition proved to be tough, with ministries receiving an average of 340 resumes for each position.

Fortunately, I received a call from the Ministry of Finance for their Corporate Services Intern. I enthusiastically prepared for my

interview and won the competition.

My move to Toronto coupled with the internship job started me off in the real working world. My internship began with a series of training courses and though I was the new kid on the block, I received many opportunities to sit on senior committees and be a team member on specific projects.

A year into my internship, I became involved in the start-up of our ministry's employment equity office.

### Variety of projects

My rotation began as a workforce data analyst, learning to program databases and analyse statistical data. This led to my current role as a program officer.

Being a program officer means I'm involved in a wide variety of

projects such as producing a video for workplace discrimination/harassment prevention, formulating a communication strategy and providing information on various programs to managers.

The internship program has also given me a chance to network with fellow interns through the OPS Intern Committee. By sharing my experiences, I have been able to tap into a strong network that allows fellow interns to support each other while competing for jobs.

As the current chair of the committee, I have been given the opportunity to exercise my leadership skills. The committee also provides interns with individual development through seminars, and opportunities to strengthen networking ties through social events.

As I near the end of my second year, I am eagerly applying to competitions within the OPS and settling in to face bigger challenges.

The mentoring relationships that I have formed with my supervisors, the continual training and the rotations through various branches have given me a broad working knowledge that will help me compete effectively for a wide assortment of career opportunities in the OPS.

## Renewing workforce an important goal of employment equity internship program

Revitalization and renewal — these are among the aims of the Ontario government's annual Employment Equity Internship Program. Through the recruitment of recent university and college graduates, the Ontario Public Service gains the skills and talents of a new generation of workers, and provides them with experience and opportunities.

Now in its eighth year, the internship program recruits individuals from five designated groups: aboriginal peoples, francophones, persons with disabilities, racial minorities and women.

In their two-year assignments, interns receive on-the-job training and participate in corporate seminars. Many positions also involve rotating assignments, so

that interns gain a well rounded knowledge of their ministry.

This hands-on experience enables them to compete for permanent positions in the Ontario Public Service. In turn, the OPS benefits from their up-to-date knowledge and their enthusiasm.

"A great feature of the program is the amount of informal learning and exchange of ideas that goes on between the interns and co-workers," says Scott Bolton, funds co-ordinator for the program. "Everybody in the organization benefits in the long run."

Since the program's origins in 1986, more than 680 interns have been hired. Of these, about 70 per cent have continued to work in the OPS since finishing their internship.

Applicants to the program must have graduated from a university or college of applied arts and technology, with a degree or diploma, since the spring of 1991.

The internship program's focus is employment equity; however, applications from non-designated group members will be considered if positions cannot be filled with qualified designated group members.

Applicants should indicate the designated group to which they belong in their covering letter. These statistics are also used in the overall employment equity program.

All the positions in the internship program are at a junior management level, giving recent graduates a head start they might not find elsewhere.

"The program has proven to be a very successful method of attracting talented people to the Ontario Public Service. We are working to develop a pool of trained individuals to help revitalize the way we do business," says Mr. Bolton.

Among the positions being offered this year are a junior environmental scientist with the Ministry of Environment and Energy, and a forensic analyst trainee with the Ministry of the Solicitor General and Correctional Services.

Mr. Bolton adds, "The OPS is committed to delivering excellent customer service and we are restructuring our business practices. We can help meet these goals by recruiting talented interns with new ideas to work in our organization."

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## Agriculture & Food

### POTATO PROGRAM INTERN

Challenge your abilities as you develop your technical and advisory skills working in Ontario's potato research, extension and seed potato programs. You will: help with the Ontario seed potato certification program; help develop potato extension programs including integrated pest management; assist in potato production and cultivar research. Locations: four-month rotations in Alliston, New Liskeard and Simcoe.

**Qualifications:** sound knowledge of the principles of crop production; basic laboratory skills; ability to maintain clear, accurate records; familiarity with computers; excellent communication skills; ability to work in a physically demanding position and on a team or independently; valid driver's license. Physical demands analysis available.

**Submit resume by April 23 to:** File AF-4/1P, Director, New Liskeard College of Agricultural Technology, P.O. Box G, New Liskeard, Ontario, P0J 1P0.

### DATA/PROGRAM ANALYST

We seek an individual with initiative and interest in employment-equity issues. Working on a rotational basis, you will gain experience in data analysis, program delivery and employment-equity training. First you will learn how to collect, analyze and interpret workforce data using database software. Then you will acquire skills in employment-equity program planning and delivery. In the last phase, you will participate in training sessions with senior ministry staff to increase awareness of employment equity and workplace harassment. Location: Toronto.

**Qualifications:** understanding of employment equity and human rights issues; research, communication, analytical and report-writing skills; ability to work effectively as a team player; knowledge of software packages.

**Submit resume by April 23 to:** File AF-3/1P, Gail Beckett, Employment Equity Office, Ministry of Agriculture and Food, 801 Bay Street, 8th Floor, Toronto, Ontario, M7A 2B2.

### LIVESTOCK NUTRITION ADVISER TRAINEE

A challenging opportunity exists with the animal industry. You will work with branch staff in monitoring nutritional analysis of Ontario feeds, computer formulation of rations, and providing nutritional advice to producers. You will gain knowledge of and experience with Ontario feed operations and feeding practices. Ontario feed analysis and computer ration formulation programs. Location: Guelph.

**Qualifications:** degrees/diploma in agricultural science (or equivalent) with strong emphasis on livestock nutrition; technical knowledge of experience in ruminant nutrition; computer skills; excellent analytical ability; experience preparing/delivering oral presentations; keyboarding skills with

spreadsheet application experience; knowledge/understanding of the Ontario livestock feed industry.

**Submit resume by April 23 to:** File AF-4/1P, Lori Garg, Manager, Administration, Animal Industry Branch, Ministry of Agriculture and Food, Guelph Agriculture Centre, 2nd Floor, P.O. Box 1030, Guelph, Ontario, N1H 6N1.

## Attorney General

### POLICY & PROGRAM ASSISTANT

An interesting and challenging opportunity is available with the victim/witness assistance program. Increase your research, policy and administrative skills. Gain first-hand experience with the criminal justice system and knowledge of victims' issues. Learn how to assess victims' needs, co-ordinate community support services, communicate effectively with ministry officials, the bar and police, and provide direct services to clients. You will be assigned to head office for the initial training period and then rotate to various program sites, where you will provide victims and witnesses with general and case-specific information, provide emotional support, and make referrals to community agencies. Location: Toronto, with rotation to Scarborough, Etobicoke, North York and Newmarket.

**Qualifications:** degree/diploma in social sciences, psychology, criminology or related area; effective interpersonal, communication and writing skills; good judgment and organizational skills.

**Submit resume by April 23 to:** File AG-2/1P, Ministry of the Attorney General, Human Resources, 720 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2K1.

### ADMINISTRATIVE MANAGER TRAINEE

An opportunity exists with the public trustee's office to develop skills and expertise in administration/management. You will be assigned on a rotational basis to program areas delivering services to clients and the public, working with financial officers, estate solicitors, estate officers; acquire knowledge of government budgetary process, income tax legislation, material management, health and safety issues, computer applications, through mentoring and committee exposure; work on a document-imaging pilot project; help implement a new substitute decision-making program. Location: Toronto.

**Qualifications:** related academic background in public administration, social sciences; strong interpersonal, organizational, writing and communication skills; skills using a personal computer.

**Submit resume by April 23 to:** File AG-4/1P, Ministry of the Attorney General, Human Resources, 720 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2K1.

## EMPLOYMENT EQUITY INTERN

A solid commitment to employment equity and a keen interest in helping to develop and implement the ministry's accelerated employment-equity program will put you in the running for this position. As part of a dedicated team, you will be trained in effective program management/evaluation, data analysis/reporting; development/delivery of a wide variety of training programs; human-resources planning and management relating to equity issues; development of special initiatives and appreciation of the employment-equity program throughout the ministry and the Ontario Native Affairs Secretariat. Location: Toronto.

**Qualifications:** university or college graduate in social science, business administration, human resources or related fields; knowledge and understanding of employment-equity principles/objectives; sound judgment and discretion; creativity and flexibility to develop program initiatives; ability to market, present, communicate and interact with ministry staff; good analytical and organizational skills.

**Submit resume by April 23 to:** File AG-1/1P, Ministry of the Attorney General, Human Resources, 720 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2K1.

### PROGRAM ADVISER TRAINEE

This is an opportunity to assist the co-ordinators of freedom of information and privacy with the Ministries of the Attorney General and the Solicitor General and Correctional Services, in administering freedom of information legislation. You will provide research assistance; conduct special projects; answer public inquiries; review/analyze documents to ensure compliance with legislation; consult with ministry and other government staff on various issues; draft correspondence and reports, etc. You will develop your skills through study sessions, courses and ongoing supervision. Location: Toronto.

**Qualifications:** MPA, MA or BA/ diploma in humanities; ability to interpret and apply legislation; good administrative, analytical, organizational and report-writing skills; effective interpersonal and communication skills; ability to work as a team member.

**Submit resume by April 23 to:** File AG-3/1P, Co-ordinator, Freedom of Information and Privacy, Ministry of the Attorney General, 720 Bay Street, 5th Floor, Toronto, Ontario, M5G 2K1.

## Cabinet Office

### RESOURCES MANAGEMENT INTERN

Consider this unique opportunity to work in the operations branch, developing direct working experience, knowledge and skills in human resource management procedures and freedom of information legislation. You will write, edit and distribute a procedural manual; provide financial planning, resource allocation

and budgeting services; assist with resources planning, training/development and research/preparation of reports and statistics on freedom of information requests and legislation. Location: Toronto.

**Qualifications:** demonstrated analytical and problem-solving skills; effective interpersonal and written communication skills; knowledge of basic accounting principles; ability to work under pressure to tight deadlines; deal with highly confidential/sensitive material and absorb/understand issues quickly.

**Submit resume by April 23 to:** File AG-3/1P/94, Cabinet Office, Human Resources Branch, 1075 Bay Street, 4th Floor, Toronto, Ontario, M5S 2B1.

## Citizenship

### JUNIOR RESEARCH ANALYST

This is a unique opportunity to gain valuable training and develop expertise in research and analysis. Through rotating assignments in the areas of policy services, citizenship development, access to trades and professions, the Ontario Anti-Racism Secretariat and the Office for Seniors' Issues, you will assist in data collection, analysis and report preparation; undertake special research projects; coordinate programs/projects; participate in ministry/interministerial committees; prepare briefing notes, correspondence and reports. Location: Toronto.

**Qualifications:** highly developed research, analytical and report-writing skills; administrative and organizational skills; excellent interpersonal and communication skills; familiarity with legislation, policies and programs in one or more of multiculturalism, human rights, education, anti-racism and seniors' issues.

**Submit resume by April 23 to:** File CIT-1/1P, Ministry of Citizenship, Human Resources, 77 Bloor Street West, 3rd Floor, Toronto, Ontario, M7A 2R9.

### ANTI-RACISM CONSULTANT TRAINEE

The Ontario Anti-Racism Secretariat has a challenging opportunity for you to contribute to the full participation of racial minority communities in the affairs of Ontario. Working with varied teams of professionals, you will help deliver public education; consult with community organizations in preparing grant applications; track various initiatives undertaken by individual ministries to implement the Stephen Lewis Report; prepare/revise secretariat publications; prepare background materials for public meetings; advise ministries undertaking anti-racism change projects; administer community placement employment program for racial minority youth; prepare information issues notes; research important issues; prepare written analyses of cabinet submissions developed in various ministries; develop policy. Location: Toronto.

**Qualifications:** sensitivity to anti-racism issues; knowledge of related legislation; willingness to acquire knowl-

edge of various racial minority communities; superior communication skills; analytical and conceptual skills; interest in policy development and research.

**Submit resume by April 23 to:** File CIT-2/1P, Ministry of Citizenship, Human Resources, 77 Bloor Street West, 3rd Floor, Toronto, Ontario, M7A 2R9.

## Community & Social Services

### PROGRAM ASSISTANT INTERN

Join us to receive training in project management of various social services programs, e.g. child care, children's services, employment services. In this rotational opportunity, you will work the first year in an area office and the second year in a corporate environment. You will develop a good knowledge of ministry programs, legislation and relevant policies/procedures, field and corporate organizational structures, program and information monitoring, program planning/decision-making processes. You will participate in task groups/committees, prepare correspondence/reports/compile and develop financial/statistical reports; help monitor new initiatives and programs. Location: Toronto.

**Qualifications:** good communication skills to prepare written correspondence and reports; ability to work independently and on a team; knowledge and willingness to learn office automation and applicable software; good research, analytical and interpersonal skills.

**Submit resume by April 23 to:** File MCS5-15/1P, Ministry of Community and Social Services, Human Resources Branch, 2 Bloor Street West, 23rd Floor, Toronto, Ontario, M7A 1E9.

### POLICY ANALYST INTERN

An exciting developmental opportunity awaits you in the children, family and community services division, where you can use your skills to work with the government and ministry multiculturalism and anti-racism initiatives. You will be required to perform a co-ordination role in policy and program development within and across the ministry's divisions; you will assist with research/data collection for policy papers, compile/analyze data and prepare briefing material. Location: Toronto, with some travel.

**Qualifications:** experience in/knowledge of research and consultation, acquired through a degree/diploma in public administration and/or social sciences; demonstrated conceptual/analytical skills; excellent ability to identify environmental issues; excellent written/oral communication skills; reduce clear, concise and complete reports for senior management.

**Submit resume by April 23 to:** File MCS5-7/1P, Ministry of Community and Social Services, Human Resources Branch, 2 Bloor Street West, 23rd Floor, Toronto, Ontario, M7A 1E9.



## Community & Social Services (cont'd)

### YOUNG OFFENDERS ACT INTERN

Here's a unique opportunity to acquire knowledge and skills in the delivery of young offenders programs and services. Through assisting in probation services and program supervision, you will have an opportunity to gain knowledge and skills in these two areas. **Locations:** Belleville and Kingston, with travel.

**Qualifications:** degree/diploma in social and behavioral sciences; familiarity with correctional and social-services delivery systems and their application to young offenders ability to interpret/apply legislation, policies and procedures and communicate effectively with all levels of staff, service providers; clients; well developed writing skills for reports; proven analytical and problem-solving skills; demonstrated organization skills; good assessment, planning and negotiation skills; familiarity with financial/accounting processes and practices; ability to travel in the service area.

**Submit resume by April 23 to:** File MCCS/KAO-4/IF, Manager, Human Resources, Ministry of Community and Social Services, 1055 Princess Street, Suite 103, Kingston, Ontario, K7L 5T3.

### PROJECT ASSISTANT INTERN

Pursue this challenging opportunity with the operational co-ordination branch, management support unit, to receive training in project management, information technology, investigations, accountability and constraints management. You will develop your knowledge of ministry programs/policies, social service legislation, project management, budgeting and computers; participate in multidisciplinary work groups. **Location:** Toronto.

**Qualifications:** general knowledge of personal computers; willingness to learn office automation products/equipment; ability to develop good project-management skills; good analytical skills to evaluate data; demonstrated communication skills to prepare written correspondence; ability to work independently/on a team; good interpersonal skills; ability to work within tight timeframes; some mathematics ability to work with the budget and monitor expenditures.

**Submit resume by April 23 to:** File MCCS-16/IF, Ministry of Community and Social Services, Human Resources Branch, 2 Bloor Street West, 23rd Floor, Toronto, Ontario, M7A 1E9.

## Consumer & Commercial Relations

### AUDIT INTERN

Here's an opportunity to join a dynamic audit branch. You will learn to conduct comprehensive internal audits of financial applications and systems technology, both of varying size

and complexity; evaluate management, information technology and financial controls; identify controls for strengths/weaknesses; develop audit programs; develop feasible recommendations; draft audit reports; discuss findings/recommendations. **Location:** Toronto.

**Qualifications:** degree/diploma in business administration, commerce or related field; knowledge of information-technology concepts; working knowledge of computers; sound analytical skills; good communication and interpersonal skills.

**Submit resume by April 23 to:** File CCR-1/IF, Ministry of Consumer and Commercial Relations, Employment Equity Office, 10 Wellesley Street East, 2nd Floor, Toronto, Ontario, M7A 2H8.

### LAND REGISTRY SYSTEMS INTERN

An exciting opportunity awaits you at our real property registration branch, as part of a project that introduces new information technology to land registry offices. Your first year will be in our North Bay office learning the day-to-day operations of a land registry office. You will examine and evaluate our prototype system as it relates to operations. In your second year at the Sudbury regional office, you will learn to evaluate and modify the system for the office's needs. **Location:** North Bay, with relocation to Sudbury in second year.

**Qualifications:** ability to work well in a team environment; knowledge of administrative office procedures; good knowledge of PC software, e.g. Lotus 1-2-3; computer programming skills; e.g. dBase III; good interpersonal/communication skills.

**Submit resume by April 23 to:** File CCR-2/IF, Ministry of Consumer and Commercial Relations, Employment Equity Office, 10 Wellesley Street East, 2nd Floor, Toronto, Ontario, M7A 2H8.

### POLICY/PROGRAM DEVELOPMENT INTERN

We're ready to provide an exciting opportunity for a motivated individual. Working in the policy, agencies and corporate affairs division, and the business practices division, you will rotate between three branches to gain exposure to policy development and implementation at the ministry and agency levels. You will learn to research/analyze policy submissions; prepare policy reports; briefing notes and minister's correspondence; develop procedures re specific programs; consult/liaise with client groups; develop recommendations; prepare proposals/policies. **Location:** Toronto.

**Qualifications:** degree/diploma in political science, business/public administration, economics/related disciplines; knowledge of policy and program development process; highly developed organization, analytical, evaluation and problem-solving skills; effective communication skills.

**Submit resume by April 23 to:** File CCR-4/IF, Ministry of Consumer and Commercial Relations, Employment Equity Office, 10 Wellesley Street East, 2nd Floor, Toronto, Ontario, M7A 2H8.

## Culture, Tourism & Recreation

### STAFF ARCHEOLOGIST TRAINEE

We seek a results-oriented person to work in our Thunder Bay and/or Kenora cultural operations and field services branch, archeological facility. Duties will include field monitoring of cultural resources, environmental assessments, emergency responses and detailed artifact analysis; using specialized equipment/techniques. You will gain progressive skills through experience and instruction to the level of an independent archeological researcher. **Location:** Thunder Bay or Kenora.

**Qualifications:** degree/diploma in anthropology/archeology or closely related discipline; knowledge of field work and related laboratory techniques/practices; proficiency with microcomputers; excellent research and analytical skills; good report-writing and organization skills.

**Submit resume by April 23 to:** File MCC-1/IF, Ministry of Culture, Tourism and Recreation, Human Resources Branch, 77 Bloor Street West, 3rd Floor, Toronto, Ontario, M7A 2R9.

### TOURISM & RECREATION CONSULTANT INTERN

An opportunity exists for an energetic individual to gain experience in the delivery of a wide range of consulting services to eastern Ontario's tourism and recreation sectors. In a team environment, you will acquire/develop skills working with tourism and recreation clients re consulting, financial analysis and advocacy activities; participate in special projects. **Location:** Toronto.

**Qualifications:** knowledge of tourism/recreation field; excellent communication and interpersonal skills; good problem-solving skills; ability to work in a team environment under multiple demands.

**Submit resume by April 23 to:** File TR-1/IF, Ministry of Culture, Tourism and Recreation, Human Resources Branch, 77 Bloor Street West, 14th Floor, Toronto, Ontario, M7A 2R9.

### PROGRAM & POLICY RESEARCH ASSISTANT

Earn valuable experience as you use your knowledge in this position with the libraries and community information branch. As part of a rotation between two unit teams, you will gain skills to provide administrative, policy, program, technical and research support. You will provide consultative advice to clients; review and recommend grant applications; assist in policy development and program delivery/evaluation; manage special projects; help prepare budget and planning analyses; prepare correspondence; participate in branch activities. **Location:** Toronto.

**Qualifications:** knowledge of information-resource issues, public access to information, relevant policies and social-services delivery issues; good communication skills; ability to ana-

lyse financial and audit reports; experience in research and data analysis; ability to use Macintosh or IBM technology.

**Submit resume by April 23 to:** File MCC-2/IF, Ministry of Culture, Tourism and Recreation, Human Resources Branch, 77 Bloor Street West, 3rd Floor, Toronto, Ontario, M7A 2R9.

### HUMAN RESOURCES TRAINEE

An exciting and challenging career opportunity exists in the human resources branch. You will carry out rotational assignments under the guidance of experienced personnel administrators in the areas of recruitment and classification, staff relations, occupational health and safety, benefits, and human-resources planning and development. **Location:** Toronto.

**Qualifications:** degree/diploma in a related field, e.g. human resources, industrial relations; basic knowledge of the human resources function; excellent communication, interpersonal and organization skills; ability to work independently and deal effectively with all levels of staff; ability to interpret and apply acts, regulations, agreements, staffing standards and administrative manuals; good judgment; discretion; willingness to learn.

**Submit resume by April 23 to:** File TR-1/IF, Ministry of Culture, Tourism and Recreation, Human Resources Branch, 77 Bloor Street West, 14th Floor, Toronto, Ontario, M7A 2R9.

## Economic Development & Trade

### BUSINESS DEVELOPMENT POLICY INTERN

Use your training in economics, political science, business administration or a related discipline to develop government policy on urban and regional economic and development issues. As a team member, you will identify urban Aboriginal population organizations, associations and communications systems, focusing on the Toronto Area, assess the community's needs in terms of current business, economic and social development needs; identify a policy approach to meet identified needs; develop new programs or modify existing programs as necessary; act as ministry representative at Aboriginal community events dealing with economic and social development issues. **Location:** Toronto.

**Qualifications:** degree/diploma in economics, political science or a related discipline; strong interest in community service; well developed analytical and research skills; excellent communication and presentation skills; ability to use relevant software packages.

**Submit resume by April 23 to:** File IT-2/IF, Ministry of Economic Development and Trade, Human Resources Branch, Heart Block, 9th Floor, 900 Bay Street, Toronto, Ontario, M7A 2E1.

### MARKET DEVELOPMENT TRAINEE

Ontario International offers an exceptional training opportunity for those interested in trade or industrial development. Working with our trade consultants in the market development division, you will develop company profiles of Ontario exporters in the business and professional services and capital goods manufacturing sectors; be introduced to Ontario, federal and international trade ministries/agencies; learn to match Ontario capabilities to international opportunities; help market development officers and technical consultants from Ontario convince markets to pursue international projects. **Location:** Toronto.

**Qualifications:** degree/diploma in commerce, engineering or related field.

**Submit resume by April 23 to:** File IT-3/IF, Ministry of Economic Development and Trade, Human Resources Branch, 900 Bay Street, Heart Block, 9th Floor, Toronto, Ontario, M7A 2E1.

## Education & Training

### FINANCIAL MANAGEMENT TRAINEE

We're looking for a future leader to undertake an assignment that will provide in-depth exposure to the financial control, transfer payments, consulting and financial planning functions. As a member of the financial services team, you will undertake projects related to implementation of a new financial information system; support ministry corporate and operational planning; analyze financial information; prepare reports to support management decision making; recommend improvements to processes. **Location:** Toronto.

**Qualifications:** degree/diploma in mathematics, accounting or business; ability to work independently or as a team member; strong analytical, communication and organization skills; familiarity with personal computers and software such as Lotus 1-2-3.

**Submit resume by April 23 to:** File SD-4/IF, Doug Holder, Chief Financial Officer, Financial Services, Skills Development Department, Ministry of Education and Training, 625 Church Street, 2nd Floor, Toronto, Ontario, M4Y 2E8.

**The Ontario Government accommodates persons with disabilities on the job, and during the recruitment, interview and selection process.**

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**Remember to state the designated group to which you belong in your covering letter. Those who do not self-identify will be considered as non-designated group applicants.**



## Education & Training (cont'd)

### PLANNING ASSISTANT

Become a member of the apprenticeship and client services branch, planning and analysis team in this opportunity. You will help district planning officers/college staff develop annual training purchase plans, and with branch operational/budget/human resources planning and monitoring. Moving to the program standards unit in the second year, you will assist in standards development, program co-ordinator functions and government training activity. **Location:** Toronto.

**Qualifications:** good communication skills; ability to learn quickly; some knowledge of / ability in planning concepts, spreadsheet applications and data analysis; knowledge of / ability in research techniques.

**Submit resume by April 23 to:** File SD-11/P, Barbara Simmons, Director's Office, Apprenticeship and Client Services Branch, Skills Development, Ministry of Education and Training, 625 Church Street, 5th Floor, Toronto, Ontario, M4V 2E8.

### POLICY ANALYST TRAINEE

Here's a unique opportunity to develop practical knowledge and skills through the job training in policy analysis, research and legislation. You will carry out rotational assignments in the school business and finance branch, the policy analysis and research branch and the legislation branch. As part of a team, you will: develop expertise to carry out assignments in key policy areas of the school business and finance branch; develop an understanding of the processes of policy analysis, regulations and legislation; gain experience researching / analysing policy submissions; help review policy submissions; collect information; prepare briefing notes, presentations and correspondence; liaise with ministry and other government staff. **Location:** Queen's Park, Toronto.

**Qualifications:** well developed research, analytical and problem-solving skills; understanding of social policy and educational system; strong communication skills; computer and presentation skills; good organization skills; proven ability to work effectively on a team / independently; work to tight deadlines with changing priorities; use word-processing software.

**Submit resume by April 23 to:** File ED-11/P, Ministry of Education and Training, Human Resources Branch, Mowat Block, 19th Floor, 900 Bay Street, Toronto, Ontario, M7A 1L2.

### ACCESS & PRIVACY ASSISTANT

Consider this opportunity to develop your organization and administration skills as part of the information technology management team. This is a unique opportunity to help the freedom of information and security co-ordinator evaluate ministry records for public disclosure, in accordance with the Access and Privacy Information Research / prepare reports and briefings; help evaluate, develop and implement information security standards / practices; deliver public awareness sessions; set up and maintain automated track-

ing and on-line FOI information systems. **Location:** Toronto, with some travel possible.

**Qualifications:** education in law, political science, public policy, economics, education or related social science; general understanding of / ability to learn details of access and privacy principles; good problem-solving and research skills; ability to manage multiple projects simultaneously; meet strict deadlines; learn computer technology and use WordPerfect; working knowledge of IBM PCs; good communication and interpersonal skills.

**Submit resume by April 23 to:** File SD-6/P, Jack Santos, Skills Development, Ministry of Education and Training, 625 Church Street, 5th Floor, Toronto, Ontario, M4V 2E8.

### ASSISTANT POLICY ANALYST

A unique opportunity exists in the professional institutions division for an individual interested in developing highly relevant knowledge and skills. You will build on your own college or university experience through a series of rotational assignments focusing on operating and capital grants administration, university research support, institutional governance, program policy and international activities. You will use your analytical and evaluation skills to high degrees; gain a detailed understanding of policies / procedures of a closely integrated ministry. **Location:** Toronto.

**Qualifications:** excellent communication and interpersonal skills; superior quantitative skills; demonstrated proficiency with WordPerfect and Lotus 1-2-3.

**Submit resume by April 23 to:** File MC-11/P, Ministry of Education and Training, Human Resources Branch, 900-505, Mowat Block, 4th Floor, Toronto, Ontario, M7A 1L2.

### POLICY & PLANNING ANALYST TRAINEE

Take this opportunity to develop practical knowledge and skills through the job training in policy analysis, research and legislation. You will carry out rotational assignments in the policy analysis and research branch and the legislation branch. As part of a team, you will: develop expertise to carry out assignments in key corporate policy / planning areas; gain experience researching / analysing policy submissions; help review policy submissions; collect information; prepare briefing notes, presentation materials and correspondence; liaise with ministry and other government staff. **Location:** Queen's Park, Toronto.

**Qualifications:** demonstrated research, analytical and problem-solving skills; understanding of social policy; labor force development or education system; strong communication, interpersonal and presentation skills; good organization skills; ability to work effectively on a team / independently; work to tight deadlines with changing priorities and use word-processing software.

**Submit resume by April 23 to:** File ED-2/P, Ministry of Education and Training, Human Resources Branch, Mowat Block, 19th Floor, 900 Bay Street, Toronto, Ontario, M7A 1L2.

## Environment & Energy

### JUNIOR HYDROGEOLOGIST

Build on your education as part of the northwestern region's groundwater management team. You will: investigate / resolve complaints of water quality and quantity interference; respond to public information inquiries; conduct groundwater impact studies of industrial sites, proposed waste disposal sites, subdivision developments; review / comment on compliance monitoring and hydrogeological consultants' reports; interpret aquifer test data; participate in management of regional groundwater resources. **Location:** Thunder Bay, with frequent regional travel.

**Qualifications:** degree in geology, environmental studies, earth sciences or geography from a university of recognized standing; good communication, interpersonal and technical report-writing skills; excellent analytical and organization skills; working knowledge of computer-aided data processing. Physical demands analysis available.

**Submit resume by April 23 to:** File EN-2/P, Ministry of Environment and Energy, Human Resources Branch, 40 St. Clair Avenue West, 5th Floor, Toronto, Ontario, M4V 1M2.

### POLLUTION PREVENTION PLANNING ENGINEER TRAINEE

Join the pollution prevention office to help senior head office and regional staff develop programs, policies and training re pollution prevention. You will help develop promotional partnerships with industrial groups; prepare / present information re the ministry's pollution prevention strategy / policies; visit other government agencies to gather information on approaches to furthering the application / promotion of prevention-oriented environmental management practices; coordinate / identify opportunities, barriers and options for organizational integration of pollution prevention with the ministry, its activities and legislation; help identify training needs for ministry staff in head office and regional settings; develop / maintain information re the P4 program; assemble gathered information, insights, recommendations into technical reports. **Location:** Toronto, with rotation within Ontario.

**Qualifications:** in-depth knowledge of one or more of the sciences of chemistry, biology, biochemistry, toxicology, environmental engineering, pollution skills; ability to write, edit and present reports / summary materials; general knowledge of computers and some familiarity with common software, e.g., WordPerfect, Lotus 1-2-3, Q & A, Freelance, Harvard Graphics; awareness of environmental management practices and the concepts of pollution prevention.

**Submit resume by April 23 to:** File EN-5/P, Ministry of Environment and Energy, Human Resources Branch, 40 St. Clair Avenue West, 5th Floor, Toronto, Ontario, M4V 1M2.

## POLICY & PLANNING ANALYST INTERN

Seize this opportunity to develop your public policy and administration skills, and improve your knowledge of energy / environmental issues. You will: prepare reports / briefing notes on energy / environmental policy; be involved in literature searches and in-depth research; provide significant support to senior staff. **Location:** Toronto.

**Qualifications:** degree / diploma in economics, environmental science, business administration, public administration, land-use planning or related field; knowledge of financial principles and quantitative research techniques; familiarity with statistical / spreadsheet software and word-processing programs; ability to work independently and in a multidisciplinary team; well developed analytical, writing and interpersonal skills.

**Submit resume by April 23 to:** File EN-6/P, Ministry of Environment and Energy, 40 St. Clair Avenue West, 5th Floor, Toronto, Ontario, M4V 1M2.

### JUNIOR ENVIRONMENTAL SCIENTIST

The northeastern regional office needs you to help implement three programs: pesticides and terrestrial effects of air contaminants; regional approvals for the proper / safe use of pesticides; and air-quality data collection and reporting. Using your multidisciplinary science background, you will: investigate complaints re pesticide use and possible injury / contamination to crops, gardens and soils; undertake surveillance studies to determine cause / extent of terrestrial effects of air contaminants; process applications for pesticide use; prepare air-quality reports using meteorological and air-monitoring data. **Location:** Sudbury.

**Qualifications:** degree / diploma with major in biology, forestry, agriculture or equivalent; ability to write scientific reports; good oral communication skills; valid driver's license.

**Submit resume by April 23 to:** File EN-3/P, Ministry of Environment and Energy, Human Resources Branch, 40 St. Clair Avenue West, 5th Floor, Toronto, Ontario, M4V 1M2.

### JUNIOR HYDROLOGIST

Consider this challenge to expand your knowledge in hydrology to resolve water-quality / quantity problems in drainage basins in Ontario. You will participate in ecosystem data inventories, analysis, modelling and evaluation to support an effectiveness monitoring program for ambient quality conditions; pollution control; identifying indicators and environmental reporting. **Location:** Toronto.

**Qualifications:** degree / diploma in engineering, geology or environmental science with background training in hydrology and water-resources engineering principles; knowledge of statistics, basic skills in computer programming, data management, report-writing and program-evaluation skills.

**Submit resume by April 23 to:** File EN-4/P, Ministry of Environment and Energy, Human Resources Branch, 40 St. Clair Avenue West, 5th Floor, Toronto, Ontario, M4V 1M2.

## ENFORCEMENT OFFICER INTERN

A challenging opening exists with the investigations and enforcement branch. On rotation within the regional and head office branch, you will: help investigate suspected violations of provincial legislation; work with enforcement officers as investigators, becoming familiar with investigative / court procedures; complete investigations including prosecution; undertake fact-finding, research and interview; respond to requests for information; complete the compliance section to learn inspection functions. **Location:** Hamilton, with some provinciewide travel.

**Qualifications:** degree / diploma in law, law enforcement or environmental disciplines; knowledge of the judicial process; ability to gain working knowledge of pertinent acts, good communication skills; judgment and initiative; excellent presentation and report-writing skills; ability to work independently and on a team.

**Submit resume by April 23 to:** File EN-1/P, Ministry of Environment and Energy, Human Resources Branch, 40 St. Clair Avenue West, 5th Floor, Toronto, Ontario, M4V 1M2.

## Finance

### RESOURCE MONITORING / CONTROL ASSISTANT

Here is a challenging opportunity for a highly motivated individual to work in the expenditure management and reporting branch. You will: monitor, compile and analyse financial information throughout the annual resource allocation and estimates process; and the re-forecasting / reporting of resources used; prepare spreadsheets and reports using computer skills. **Location:** Toronto.

**Qualifications:** degree or diploma from a recognized university or college in business administration, public administration or economics; good communication skills; ability to carry out research, write reports and work independently in a team; willingness to respond to changing priorities; good judgment and tact.

**Submit resume by April 23 to:** File TB-1/P, Ministry of Finance, Human Resources Branch, 1075 Bay Street, 4th Floor, Toronto, Ontario, M5S 2B1.

### ECONOMIST TRAINEE

Challenge your abilities in this position with the structural economics branch. You will have an opportunity to apply your knowledge of economics and develop your policy-analysis skills in four areas relating to economic change: sectoral change, regional and work, economic growth and productivity. **Location:** Toronto.

**Qualifications:** degree / diploma from university / college in economics or equivalent combination of education and experience; ability to work under pressure with short deadlines and use a computer; familiarity with statistical analysis and economic government communication and interpersonal skills.

**Submit resume by April 23 to:** File TE-2/P, Ministry of Finance, Human Resources Branch, 1075 Bay Street, 4th Floor, Toronto, Ontario, M5S 2B1.



## Finance (cont'd)

### JUNIOR TAXATION POLICY ANALYST

An exciting, challenging opportunity exists in the taxation policy branch. Working independently and in teams, you will research and analyse tax policy issues; participate in development of the Ontario Budget; present policy advice to senior management; liaise with other ministries, the private sector and other governments. Location: Toronto.

**Qualifications:** university or college degree/diploma; knowledge of economics, public finance, political science or equivalent combination of education and experience; excellent communication and interpersonal skills; ability to use a computer and work under pressure with short deadlines; familiarity with quantitative analysis.

**Submit resume by April 23 to:** File TE-1/P, Ministry of Finance, Human Resources Branch, 1075 Bay Street, 4th Floor, Toronto, Ontario, M5S 2B1.

### PENSION ANALYST TRAINEE

Here is an exciting opportunity in the field of pension administration with the Pension Commission of Ontario. You will: review/analyse/interpret pension plans to determine compliance with relevant legislation; resolve compliance problems/complaints/inquiries through liaison with pension industry personnel; process/recommend new plans for registration; coordinate applications for transfer of assets; communicate on policies, procedures and requirements of application for refund of surplus; learn to prepare submissions to the commission; provide appropriate analysis and recommendations. Location: Toronto.

**Qualifications:** training or degree/diploma in economics, including actuarial studies; ability to acquire knowledge of Pension Benefits Act; analytical, organizational, evaluation, problem-solving, research and presentation skills; effective communication and writing skills.

**Submit resume by April 23 to:** File FI-3/P, Ministry of Finance, Employment Equity Branch, 10 Wellesley Street East, 2nd Floor, Toronto, Ontario, M7A 2H8.

### COMPLIANCE AUDIT INTERN

The Ontario Securities Commission offers an opportunity with its Compliance Unit. You will: help conduct field and desk audits of various sizes/complexity of registrants under the Ontario Securities Act; help evaluate degree of effectiveness of internal controls and procedures in place for registrants; help perform research in response to public and internal inquiries; document all procedures performed and their results, particularly noted deficiencies; help recommend course of action based on audit results. Location: Toronto.

**Qualifications:** degree/diploma in an accounting discipline; meeting the prerequisite courses to a professional accounting designation; good research and analytical skills; ability to understand and interpret legislation and rules; excellent communication and

interpersonal skills; knowledge of computers and Lotus software; familiarity with auditing and accounting practices; ability to exercise discretion and good judgment.

**Submit resume by April 23 to:** File FI-1/P, Ministry of Finance, Employment Equity Branch, 10 Wellesley Street East, 2nd Floor, Toronto, Ontario, M7A 2H8.

### JUNIOR POLICY ANALYST

Here is a challenging opportunity for an organized, highly motivated individual with the policy branch of the Ontario Insurance Commission. As a team member, you will: participate on projects or assignments related to insurance regulation; collect data on automobile/life insurance issues and emerging industry trends/changes; design/carry out research, statistical and financial analysis; draft policy papers, briefing notes and reports. Location: Toronto.

**Qualifications:** degree/diploma in political science, economics or public administration, business administration or related field with emphasis on policy analysis; organization, analytical, evaluation and problem-solving skills; strong research and presentation skills; effective communication and writing skills.

**Submit resume by April 23 to:** File FI-2/P, Ministry of Finance, Employment Equity Branch, 10 Wellesley Street East, 2nd Floor, Toronto, Ontario, M7A 2H8.

### JUNIOR PROGRAM OFFICER

Here's an opportunity to gain exposure to the full range of program planning, development and support. You will work in all aspects of project management; working closely with client groups to identify, coordinate, market and evaluate employment equity program; providing advice and consultation to management about the program; providing research and analysis to support program delivery and develop new initiatives/special projects. Location: Toronto.

**Qualifications:** degree/diploma in public or business administration; knowledge of administrative procedures; general knowledge of/interest in equity issues; ability to understand/interpret legislation and work well in a group; diplomacy in dealing with sensitive issues; excellent communication and organizational skills; good interpersonal skills; knowledge of marketing concepts; enthusiasm and creativity in all aspects of work; willingness to learn.

**Submit resume by April 23 to:** File TE-3/P, Ministry of Finance, Human Resources Branch, 1075 Bay Street, 4th Floor, Toronto, Ontario, M5S 2B1.

### ASSISTANT BRANCH OPERATIONS OFFICER

Join the Province of Ontario Savings Office for an interesting opportunity to become skilled in banking policies and procedures. Starting at a Toronto branch, you will gain experience in customer service while learning general banking practices. Moving to our guaranteed investment certificate control unit and test centre, you will learn the workings of a central processing unit and the methods of systems test-

ing. On relocation to head office, you will gain knowledge of budgeting, financial administration, human resources and branch operations. Location: Hamilton/Toronto, with relocation to Oshawa in 1994.

**Qualifications:** graduate of postsecondary education program; good communication and interpersonal skills to deal with the public/staff at all levels; good analytical skills to research new/enhanced products and services and make recommendations; knowledge of word processing and spreadsheets to prepare reports. Physical demands analysis available.

**Submit resume by April 23 to:** File REV-2/P, Ministry of Finance, Human Resources Branch, P.O. Box 627, 33 King Street West, Oshawa, Ontario, L1H 8H5.

### REVENUE SERVICES OFFICER TRAINEES (2)

Dynamic opportunities exist with the revenue services and operation division. Take part in customizing your career development in a unique rotation program in these areas: systems; finance; collections; legislation; client account administration; internal administration. There will be special projects such as applied policy and administration research studies, legislation analysis and review, and preparation of reports for senior management. Location: Oshawa.

**Qualifications:** demonstrated commitment to achieve and willingness to learn; education/experience in one or more of financial analysis, economics, public administration, human resources management, legislation, management science; demonstrated creativity and initiative.

**Submit resume by April 23 to:** File REV-1/P, Ministry of Finance, Human Resources Branch, P.O. Box 627, 33 King Street West, Oshawa, Ontario, L1H 8H5.

## Housing

### ASSISTANT HOUSING ADMINISTRATOR

Join the southwestern regional housing programs office to acquire direct management experience and administrative skills in non-profit and public housing. As a team member, you will: attend meetings related to the program administration process with non-profit groups, local housing authorities, consultants and internal committees; help review non-profit/co-operative management plans and budgets; help provide advice/policy interpretation to various social housing groups; help prepare financial and maintenance requests and present them to appropriate committees; help prepare, review and analyse various reports and policy issues. Location: London.

**Qualifications:** understanding of current non-profit and management issues re construction and property management; demonstrated analytical and problem-solving skills; ability to act independently and as a team member; good interpersonal and communication skills.

**Submit resume by April 23 to:** File MH-35/P, Ministry of Housing, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2E5.

### INFORMATION OFFICER TRAINEE

This is an opportunity to develop your communication skills and knowledge in the communications branch of the Ministries of Housing and Municipal Affairs. You will be involved in preparing newsletters, news releases, brochures and other printed materials. You will see these materials through the creative design and production processes. You will also work with senior staff to develop communications plans/strategic plans and manage issues from a communications perspective. Experience in customer assistance and media relations will also be gained. Location: Toronto.

**Qualifications:** postsecondary degree or diploma in journalism, communications or public relations; superior communication skills; proficiency in English and French; some knowledge of computer software such as WordPerfect.

**Submit resume by April 23 to:** File MH-34/P, Ministry of Housing, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2E5.

### AGENT(E) D'INFORMATION STAGIAIRE

Voici l'occasion de perfectionner vos compétences et vos connaissances en communication à la Direction des communications des ministères du Logement et des Affaires municipales. Vous participerez à la rédaction de bulletins, de communiqués, de brochures et d'autres documents imprimés. Vous suivrez toutes les étapes de la conception et la production de ces documents. Vous travaillerez également en collaboration avec les cadres supérieurs à l'élaboration des stratégies de communication/plans stratégiques et vous traiterez les questions d'un point de vue des communications. Vous travaillerez aussi en service à la clientèle et en relations avec les médias. Lieu de travail: Toronto.

**Exigences:** diplôme d'études postsecondaires ou diplôme en journalisme, communications ou relations publiques; aptitudes supérieures en communications; maîtrise de l'anglais et du français; connaissance de base en logiciels d'ordinateurs tel le WordPerfect.

**Veillez faire parvenir votre curriculum vitae d'ici le 23 avril, à:** Dossier MH-34/P, Ministère du Logement, Direction des ressources humaines, 777, rue Bay, 3e étage, Toronto (Ontario) M5G 2E5.

### ASSISTANT POLICY ANALYST

The housing policy branch seeks your skills to assist with the research and analysis of major affordable/social housing policies and related programs. You will: conduct and participate in research and policy projects; create databases; analyse and evaluate results; prepare reports. As part of your responsibilities, you will also help prepare cabinet submissions, briefing notes, etc. Location: Toronto.

**Qualifications:** good understanding of policy analysis/development and

research practices/techniques; very good analytical, organization, writing and presentation skills; ability to complete projects within tight time constraints and work well individually/on a team; ability to use standard software such as WordPerfect 5.1 and Lotus 1-2-3.

**Submit resume by April 23 to:** File MH-33/P, Ministry of Housing, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2E5.

### HOUSING ADMINISTRATOR TRAINEE

Consider this opportunity to acquire management experience with non-profit and public housing providers. You will: acquire working knowledge of legislation and issues affecting property management; attend/participate in business meetings and various committees; help prepare presentations and respond to inquiries; help review/analyse and comment on management plans and budgets. Location: Sudbury.

**Qualifications:** ability to acquire knowledge of non-profit and management issues re property management; ability to research and write reports; good analytical, interpersonal and communication skills.

**Submit resume by April 23 to:** File MH-37/P, Ministry of Housing, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2E5.

### JUNIOR PROGRAM ADMINISTRATOR

Develop your career in the field of land development and property management through rotational assignments in the diversified areas of training and development, program delivery, rental housing property management, tenant relations and non-profit administration. Over the two-year assignment, you will: help prepare, deliver and evaluate training courses; review applications for program housing units; analyze project budgets, management plans and tenant participation; help in annual budgeting and estimates process. Location: Toronto.

**Qualifications:** knowledge of financial and project/property management practices; good analytical skills; ability to use basic computer software; excellent communication, interpersonal and organization skills.

**Submit resume by April 23 to:** File MH-36/P, Ministry of Housing, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2E5.

**Remember to state the designated group to which you belong in your covering letter. Those who do not self-identify will be considered as non-designated group applicants.**

**The Ontario Government accommodates persons with disabilities on the job, and during the recruitment, interview and selection process.**



## Intergovernmental Affairs

### INTERGOVERNMENTAL AFFAIRS OFFICER INTERN

Make a meaningful contribution to the work in the office of federal/provincial relations. An rotational basis between the social and justice issues group and the economic and environmental issues group. You will: research issues and compile supporting documentation and literature searches; provide basic analysis on federal/provincial relations affecting social/justice issues and economic/environmental issues. Location: Toronto.

**Qualifications:** postsecondary studies in political science, economics or related discipline; strong analytical, interpersonal and communication skills; knowledge of automated office systems and software (e.g. WordPerfect 5.1, Lotus 1-2-3).

**Submit resume by April 23 to:** File IA-1/IP, Ministry of Finance, Human Resources Branch, 1075 Bay Street, 4th Floor, Toronto, Ontario, M5S 2B1.

## Management Board Secretariat

### EXECUTIVE ASSISTANT TRAINEE

Here's an exciting opportunity in the operations and ministry support division for a highly motivated, energetic individual. Work in a fast-paced, dynamic, flexible environment. You are responsible for assuring the implementation of strategic directions for the Ontario Public Service through standards, support/evaluation and feedback. You will develop your analytical, organization and project-management skills as you work closely with senior managers in planning/management of divisional programs; take part in the overall administration of division activities; co-ordinate briefing materials; develop communications/marketing strategies on behalf of the assistant deputy minister; co-ordinate human resources planning and productivity improvement activities. Location: Toronto.

**Qualifications:** highly developed research, analytical and report-writing skills; administrative and organization skills; ability to use personal computers; excellent interpersonal and communication skills.

**Submit resume by April 23 to:** File MBS-2/IP, Management Board Secretariat, Human Resources Services Section, 252 Bloor Street West, 11th Floor, Toronto, Ontario, M5S 1V5.

### WORKERS' COMPENSATION ASSISTANT

Explore this opportunity to conduct projects and research for a central agency in the area of workers' compensation. You will: conduct research, compile/analyse data and draft reports/presentations to support policy and procedures development for workers' compensation claims man-

agement; perform needs analysis for statistical co-ordination; help develop and deliver a comprehensive workers' compensation claims management training program. Location: Toronto.

**Qualifications:** degree/diploma in human resources/industrial relations or other related field; proven ability to analyse problems, recommend and defend solutions; demonstrated communication skills; ability to work independently, interact with all levels of staff and interpret/apply legislation.

**Submit resume by April 23 to:** File MBS-1/IP, Management Board Secretariat, Human Resources Services Section, 252 Bloor Street West, 11th Floor, Toronto, Ontario, M5S 1V5.

### INFORMATION TECHNOLOGY AUDITOR TRAINEES (4)

Demonstrate your knowledge of information technology as a member of a professional team in the audit branch. You will conduct information technology audits, including established systems, systems under development and data centres. You will also receive audit and computer training as required, and participate in a minimum of three to five audits yearly. These positions are rotational and you will also be training in the Ministries of the Attorney General, Transportation, and the Office of the Provincial Auditor. Location: Toronto, with some travel.

**Qualifications:** good knowledge of and experience with computers essential; knowledge of financial principles; good interpersonal and communication skills.

**Submit resume by April 23 to:** File GS-12/IP, Management Board Secretariat, Human Resources, Ferguson Block, 8th Floor, Queen's Park, Toronto, Ontario, M7A 1N3.

### INFORMATION TECHNOLOGY PROJECT MANAGER TRAINEE

We're looking for an energetic and resourceful information-technology enthusiast to work on various systems projects in a large branch. You will: provide systems support to section managers in the preparation of reports; use documentation, analyses and staff training; provide expertise in the design, development and implementation of new systems initiatives and improvements to existing systems; manage a variety of projects throughout the branch. Location: Toronto.

**Qualifications:** successful completion of a recognized university or community college program in applied computer science or equivalent; practical knowledge of IBM and compatible microcomputers/peripherals; good understanding of local area networks; experience using industry standard software including MS-DOS, Lotus 1-2-3, word-processing/graphics applications and dBase/Excel; good analytical, organization, leadership, interpersonal and communication skills.

**Submit resume by April 23 to:** File GS-17/IP, Management Board Secretariat, Human Resources, Ferguson Block, 8th Floor, Queen's Park, Toronto, Ontario, M7A 1N3.

### GENERAL CONTRACTS INSPECTOR TRAINEE

Bring your interest in the building construction and maintenance fields to a district office. Through a training program, you will gain skills and knowledge in construction supervision; contracts administration; inspection; estimating; building codes; tendering. Location: London.

**Qualifications:** knowledge of and/or experience in building construction; knowledge of building engineering and design principles; ability to read plans, drawings and schematics; analytical, problem-solving and communication skills; valid driver's licence.

**Submit resume by April 23 to:** File GS-4/IP, Management Board Secretariat, Human Resources, Ferguson Block, 8th Floor, Queen's Park, Toronto, Ontario, M7A 1N3.

### REAL ESTATE OFFICER TRAINEE

This is your opportunity to expand and enhance your skills in the real estate field. This unique developmental position has been created to provide experience in appraisals, marketing, acquisition, property administration, home owner/employee relocation program, and surveys and documents. Location: Toronto, with provincewide travel.

**Qualifications:** successful completion of a recognized university or college program focusing on real estate; ability to communicate effectively; interpersonal skills; demonstrated analytical skills; judgement in resolving problems; competence in basic mathematics; ability to prepare comprehensive reports; valid driver's licence.

**Submit resume by April 23 to:** File GS-3/IP, Management Board Secretariat, Human Resources, Ferguson Block, 8th Floor, Queen's Park, Toronto, Ontario, M7A 1N3.

## Municipal Affairs

### MUNICIPAL OPERATIONS TRAINEE

This exciting position with the municipal operations division will give you exposure to land use planning process, municipal government and structure, and the municipal education and training field. You will: help/review/make recommendations on land-use planning and development proposals; assist in negotiations related to applications for municipal boundary changes; prepare presentations for local council meetings; review/analyse proposals for developing educational material. Location: Toronto, with provincewide travel.

**Qualifications:** degree/diploma in a field such as land-use planning, public administration or political science; good analytical, organization and communication skills, including report writing; some knowledge of microcomputers and related software.

**Submit resume by April 23 to:** File MMA-4/IP, Ministry of Municipal Affairs, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2E5.

### MUNICIPAL GRANT/FINANCIAL OFFICER TRAINEE

An exciting opportunity exists for an energetic individual with the corporate management services division, subsidies management branch. Participation in three eight-month development assignments designed to give broad administrative experience and an understanding of municipal financial operations and transfer payment systems. You will help administer grant payments to municipalities, analyse municipal financial returns, and develop/modify databases. Location: Toronto.

**Qualifications:** graduate of university or community college programs such as accounting, finance, business/public administration or commerce; good knowledge of accounting principles; strong analytical and organization skills; good understanding of and proficiency with mainframes/microcomputers.

**Submit resume by April 23 to:** File MMA-40/IP, Ministry of Municipal Affairs, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2E5.

### MUNICIPAL POLICY TRAINEE

A challenging opportunity exists with the policy development division to acquire practical experience conducting research and analysis on land-use planning, municipal finance and municipal government structure issues. Under a manager/senior policy adviser's supervision, you will help develop policy on a full range of municipal issues; consult on, prepare and present position papers; prepare cabinet submissions and briefing notes for senior management. Location: Toronto.

**Qualifications:** university/college graduate in economics, political science, business administration, planning or a related discipline; strong analytical skills; ability to work to tight deadlines; excellent communication and interpersonal skills; microcomputer experience.

**Submit resume by April 23 to:** File MMA-39/IP, Ministry of Municipal Affairs, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2E5.

### MUNICIPAL ADVISER TRAINEE

Consider this opportunity to apply your research and analytical skills in the field management branch. You will: provide research/analysis services on a wide range of local government issues focusing on municipal administration, financial management and planning; assist in northeastern Ontario's local government; monitor/evaluate government planning and community economic development programs; liaise with other provincial ministries; consult with and advise/advise/appointed officials on local government issues in Northern Ontario. Location: North Bay, with some travel throughout northeastern Ontario.

**Qualifications:** graduate of university or community college programs such as political science, public administration, commerce or land-use planning.

good analytical, organizational, communication, interpersonal and report-writing skills; some knowledge of local government organization/structure; experience using microcomputers and related software, e.g. WordPerfect, Lotus 1-2-3.

**Submit resume by April 23 to:** File MMA-38/IP, Ministry of Municipal Affairs, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2E5.

## Natural Resources

### ASSISTANT PARK SUPERINTENDENT TRAINEE

Join the parks branch in this training and development opportunity. You will assist in the planning and organization of the administration, operation, maintenance and development programs of three provincial parks. Location: Keene (Serpent Mounds Provincial Park).

**Qualifications:** graduation from a course of study in resource management; good communication skills; ability to work independently, co-operatively and effectively in a team atmosphere; meet deadlines, exercise initiative/good judgment and deal tactfully with the public.

**Submit resume by April 23 to:** File NR-1/IP, Ministry of Natural Resources, Southern Region (Aurora), Operations and Support, RR 2, 500 Bloomington Road West, Aurora, Ontario, L4G 3G8.

### RESOURCES CO-MANAGEMENT OFFICER TRAINEE

Gain valuable training and develop skills/experience in resource management planning in this interesting Northern Ontario position. Through rotational assignments, you will help area staff carry out a wide variety of resource-management planning activities in the areas of First Nation co-management agreements, forest management, fish and wildlife, and lands management. You will also: liaise with various client groups; participate in educational presentations and public consultation; acquire and/or use a knowledge of and understanding of: historical/cultural issues; concerns; original culture; issues; concerns; relevant legislation and policy. Location: Kenora.

**Qualifications:** degree or diploma in a field such as resources management, biology, environmental studies, forestry or ecology; good analytical, organization, writing and communication skills; some knowledge of aboriginal culture and issues; experience with microcomputers; valid driver's licence.

**Submit resume by April 23 to:** File NR-2/IP, Ministry of Natural Resources, Kenora District Office, Human Resources Branch, P.O. Box 5980, 808 Robertson Street, Kenora, Ontario, P9N 3X9.

**When applying for a position list your qualifications as they relate specifically to those mentioned in the job advertisement.**



## Natural Resources (cont'd)

### AIRCRAFT PILOT TRAINEE

We seek a highly motivated individual to train and work in the resource management aviation field. You will progress through an intense work program in the areas of aircraft dispatch, pilot training and special aircraft operations (remote sensing, aerial survey, forest fire suppression). You will fly as co-pilot on a ministry twin-engine aircraft under the visual and instrument flight rules. Location: Sault Ste. Marie, with considerable travel.

throughout Ontario and extended periods away from home.

**Qualifications:** graduation from a community college or university aviation program; commercial pilot licence issued by Transport Canada with an instrument rating and multi-engine aircraft endorsement.

**Submit resume by April 23 to:** File NR-5/1P, Ministry of Natural Resources, Aviation, Flood and Fire Management Branch, 70 Foster Drive, Suite 400, Sault Ste. Marie, Ontario, P6A 6V5.

### FOREST ECOLOGIST TRAINEE

We're looking for a motivated individual with an interest in ecosystem management planning. Our team is working toward an operational understanding and implementation of ecosystem management in resource planning. You will assist the district in transitioning to ecosystem management by identifying ecosystem components; develop district ecosystem management guidelines; work with the northeast science and technology unit; spend a significant amount of time in the field collecting base information; become familiar with the northeast forest ecosystem classification. Location: Chapleau.

**Qualifications:** technical skills sufficient to read/understand scientific reports, interpret maps/field guides, learn to identify plant/animal species in the field, plan/process data and use computer software packages, normally acquired through graduation from a college or university in a biological or resource-management field; physical ability to perform field-related duties in varying weather conditions.

**Submit resume by April 23 to:** File NR-3/1P, Ministry of Natural Resources, District Manager, 190 Cherry Street, Chapleau, Ontario, P0M 1K0.

## Northern Development & Mines

### AUDIT TRAINEE

Join the internal audit branch for training in audits of transfer payment recipients and ministerial operations. You will help plan audits; develop audit testing procedures; establish project budgets; develop and implement programs; draft audit reports; conduct routine audits; assist as a team member on more complex audits. Location: Sudbury.

strated organization and problem-solving skills; excellent communication and interpersonal skills.

**Submit resume by April 23 to:** File MNDM-2/1P, Ministry of Northern Development and Mines, Human Resources Branch, 159 Cedar Street, 5th Floor, Sudbury, Ontario, P3E 6A5.

### LAND-USE PLANNING/POLICY ANALYST TRAINEE

Bring your enthusiasm and talents to this unique rotational opportunity in the mineral sector analysis branch. You will develop and enhance your research/analytical skills re land-use planning issues, policy development and trends in mineral sector commodity markets. Location: Sudbury.

**Qualifications:** graduation from programs such as economics, planning, geology, geography or resource management; highly developed research, analytical and report-writing skills; strong communication skills; presentation skills.

**Submit resume by April 23 to:** File MNDM-3/1P, Ministry of Northern Development and Mines, Human Resources Branch, 159 Cedar Street, 5th Floor, Sudbury, Ontario, P3E 6A5.

## Ontario Human Rights Commission

### HUMAN RIGHTS OFFICER TRAINEE

Look into this opportunity to develop skills and expertise in the field of human rights. Your responsibilities will

concentrate on the investigation, mediation and conciliation of complaints. Location: Hamilton/Niagara Region.

**Qualifications:** understanding of human rights issues; ability to interpret/apply the Human Rights Code; excellent problem-solving skills combined with the ability to resolve conflicts and mediate settlements; good judgment and organization skills; excellent interpersonal skills; sensitivity to the diversity of the Ontario population demonstrated through related experience, community involvement/volunteer work; good communication skills. Physical demands analysis available.

**Submit resume by April 23 to:** File OHRC-4/1P, Ontario Human Rights Commission, Human Resources, 400 University Avenue, 12th Floor, Toronto, Ontario, M7A 2R9.

## Ontario Women's Directorate

### RESEARCH ASSISTANT

In the first year of this interesting position, you will work in the policy and research branch. You will conduct background research and write recommendations for policy initiatives; provide support to senior researchers/analysts; help prepare/co-ordinate minister's briefing notes and correspondence. In the second year, you will work in the consultative services branch. You will help develop policy/program initiatives and research materials re training and education equity; help develop marketing strategies for educational resources; learn about managing community projects work with unions, community groups and educators; help organize and co-ordinate workshops/presentations; conduct research on issues affecting women's equality. Location: Toronto.

**Qualifications:** awareness of and familiarity with current women's issues; knowledge of workplace, education and training equity issues; understanding of the advocacy role; good interpersonal skills; strong writing, research, communication and organization skills essential; ability to work in a high-pressure, fast-paced environment; experience working with community organizations and dealing with diversity.

**Submit resume by April 23 to:** File OWD-1/1P, Management Board Secretariat, Human Resources Services Branch, Ferguson Block, 8th Floor, Queen's Park, Toronto, Ontario, M7A 1N3.

**Remember to state the designated group to which you belong in your covering letter. Those who do not self-identify will be considered as non-designated group applicants.**

• • •

**The Ontario Government accommodates persons with disabilities on the job, and during the recruitment, interview and selection process.**

## Solicitor General & Correctional Services

### ASSISTANT ANALYST/AUDITOR

Challenge your abilities in this opportunity with the operational review and audit branch. As a team member under the audit co-ordinator's direction, you will assist with projects involving audits and operational reviews of a variety of ministry programs/institutions; help plan projects and collect/assess/analyse data; liaise with appropriate ministry personnel to obtain information to develop viable recommendations; prepare draft reports/recommendations. Location: North Bay, with occasional provincewide travel.

**Qualifications:** degree/diploma in business/public administration or social-research methods with management-theory emphasis; excellent communication and analytical skills; knowledge of management concepts; good interpersonal skills; ability to use a personal computer and associated software.

**Submit resume by April 23 to:** File SG-2/1P, Administration Office, Human Resources Management Branch, Ministry of the Solicitor General and Correctional Services, 200 First Avenue West, P.O. Box 410, North Bay, Ontario, P1B 9M3.

### HEALTH & SAFETY/WORKERS' COMPENSATION TRAINEE

A challenging opportunity exists in the employee services branch to assist in program planning and implementation. Under the supervision of the health and safety/workers' compensation co-ordinator, you will: learn about workers' compensation, occupational health and safety legislation/management; develop and implement a claims management program; conduct research on workers' compensation cases; compile and analyse data; develop policy, procedures and educational programs; prepare written reports and statistical reports; present appeals in workers' compensation and occupational health and safety. Location: Orillia.

**Qualifications:** degree/diploma in human resources/industrial relations or other related field; ability to analyse/evaluate data and interpret/apply legislation; good computer skills; excellent communication skills to write reports and present findings.

**Submit resume by April 23 to:** File SG-2/1P, Ministry of the Solicitor General and Correctional Services, Employee Services Branch, 50 Andrew Street, Orillia, Ontario, L3V 7T5.

### EMERGENCY PLANNING TRAINEE

Consider this learning opportunity with Emergency Planning Ontario. You will learn emergency doctrine, organization and procedures; help develop and co-ordinate community, provincial and federal emergency preparedness and response operations; participate in workshops and seminars; help develop and present training courses; help write/produce brochures and newsletters; observe exercises; help administer the joint emergency co-operations program. Location: Toronto, with provinciewide travel.

**Qualifications:** knowledge of and/or interest in emergency planning; excellent communication skills to conduct presentations and write material on emergency planning/preparedness; proven research and analytical skills; ability to work effectively as a team member and independently; willing to travel throughout Ontario.

**Submit resume by April 23 to:** File SG-1/1P, Ministry of the Solicitor General and Correctional Services, Employee Services Branch, 50 Andrew Street, Orillia, Ontario, L3V 7T5.

### FORENSIC ANALYST TRAINEE

The technical support branch seeks a motivated individual interested in examining and interpreting forensic evidence in a busy forensic support services unit. You will learn the history, science and philosophy of fingerprint identification; subject a wide variety of crime scene exhibits to numerous scientific procedures for the detection of fingerprints; learn laboratory procedures; employ photographic techniques to record evidence such as footwear impressions, tool marks, etc.; prepare/present expert evidence in Ontario courts. Location: Toronto, with relocation to Orillia in January, 1995.

**Qualifications:** knowledge of and/or interest in forensic evidence examination; good knowledge of/ skills in photography/knowledge of chemistry and basic laboratory procedures; visual perception skills to recognize details/similarities in forensic evidence, e.g. fingerprints; strong communication skills to prepare/present evidence in court; good organization and analytical skills; ability to travel occasionally, with overnight stays, throughout Ontario; valid driver's licence.

**Submit resume by April 23 to:** File SG-3/1P, Ministry of the Solicitor General and Correctional Services, Employee Services Branch, 50 Andrew Street, Orillia, Ontario, L3V 7T5.

## A good resume can help you get the job

Do

- ⇒ highlight related summer experience, co-op assignments, volunteer work, etc.
- ⇒ type resume in a neat, professional manner that's easy to read
- ⇒ use action-oriented verbs to describe your background
- ⇒ take time to develop your resume

Don't

- ⇒ be too wordy by including irrelevant details
- ⇒ make your resume too short by leaving out important details
- ⇒ be negative, modest, apologetic or repetitive
- ⇒ make grammar or spelling mistakes



# For more information, call 1-800-387-0777

## Eligibility Requirements

Participation is open to graduates from a university or college of applied arts and technology who have graduated with a degree or diploma since 1991.

## Employment Equity Initiative

The Employment Equity Internship Program was established as a vehicle to recruit recent graduates from five designated groups:

**Aboriginal peoples:** Defined as one of Inuit, North American Indian or Métis.

**Francophones:** Individuals for whom French is one of the languages first learned in the home in childhood and still understood.

**Persons with disabilities:** Individuals who, because of a long-term or recurring physical or mental condition, experience difficulties in carrying out the activities of daily living.

**Racial minorities:** Refers to persons who, because of their race or colour, constitute a visible minority in Canada. These include Black, East Asian, Southeast Asian and West Asian/Arab.

**Women.**

## Program Features

- ☐ successful applicants will be hired for a duration of two years commencing June/July 1993
- ☐ on-the-job-training and corporate seminars will be provided by the employer
- ☐ all interns are hired as contract staff with a salary of **\$34,879** per annum
- ☐ while this initiative's focus is employment equity, applications from non-designated group members will receive due consideration if positions cannot be filled with qualified members of the designated groups

## How To Apply

Submit a resume and covering letter to the address listed below the job ad. If applying to more than one position submit separate resumes to the appropriate addresses. It is essential to include in the covering letter:

- ☐ the file number of the competition
- ☐ your date of graduation
- ☐ the designated group(s) to which you belong. Those who do not self-identify will be considered as non-designated group applicants.
- ☐ how you meet each of the qualifications listed in the job ad

**Resumes must be received  
by April 23, 1993 by the ministries.**

The Ontario Government accommodates persons with disabilities on the job, and during the recruitment, interview and selection process.



## Conditions d'admissibilité

Le diplômé(e)s d'une université ou d'un collège d'arts appliqués et de technologie qui ont obtenu leur diplôme en 1991 ou après peuvent participer au programme.

## Initiative en matière d'équité d'emploi

Le programme de stages en faveur de l'équité d'emploi a été mis sur pied pour permettre l'embauche de nouveaux diplômés dans les cinq groupes désignés suivants :

**Les autochtones :** S'entend des Inuit, des Indiens de l'Amérique du Nord ou des Métis.

**Les francophones :** S'entend des personnes dont le français est l'une des premières langues apprises à la maison pendant l'enfance et encore comprise.

**Les personnes ayant un handicap :** S'entend des personnes qui, en raison d'un état mental ou physique chronique ou à long terme, ont des difficultés à mener des activités du quotidien.

**Les membres des minorités raciales :** S'entend des personnes qui, en raison de leur race ou de leur couleur, constituent une minorité visible au Canada. Parmi ces personnes, on retrouve les personnes de race noire ou arabe ou originaires de l'Asie de l'Est, de l'Asie du Sud-Est et de l'Asie de l'Ouest.

**Les femmes.**

## Caractéristiques du Programme

- ☐ les candidat(e)s choisi(e)s seront embauché(e)s pour une durée de deux ans à partir de juin ou de juillet 1993.
- ☐ l'employeur assurera la formation en cours d'emploi et organisera les séminaires d'information sur le milieu de travail.
- ☐ tous les stagiaires seront embauchés à contrat et leur salaire sera de **34 879 \$** par année.
- ☐ bien que cette initiative vise l'équité d'emploi, les demandes des membres des groupes non désignés seront prises en considération si les postes ne peuvent être comblés par des membres qualifiés des groupes désignés.

## Comment présenter une demande

Envoyez votre curriculum vitae et votre lettre de présentation à l'adresse mentionnée à la fin de l'offre d'emploi. Si vous posez votre candidature à plus d'un poste, veuillez envoyer votre curriculum vitae aux adresses appropriées. La lettre de présentation doit comprendre les éléments suivants :

- ☐ le numéro de dossier du concours;
- ☐ la date à laquelle vous avez obtenu votre diplôme;
- ☐ le ou les groupes désignés dont vous faites partie. Ceux qui ne fournissent pas ce renseignement seront considérés comme membres d'un groupe non désigné;
- ☐ comment vous répondez à chacune des exigences citées dans l'offre d'emploi.

**Les ministères doivent recevoir les curriculum vitae au plus tard le 23 avril 1993.**

Le gouvernement de l'Ontario tient compte des besoins des personnes ayant un handicap dans le cadre de leur emploi et dans les processus de sélection, d'entrevue et d'embauche.



# Pour plus d'information, appelez au 1-800-387-0777



CAACN  
NIB 40  
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Employment equity

June 2, 1989



# Internship Program

Published by

Human Resources Secretariat

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Helen Gunter: Editor

Lawrence Clarke: Assistant

## Intern openings for recent graduates

The Ontario government's fourth annual internship program is striving to make the Ontario Public Service more representative of the public it serves through its commitment to employment equity.

Recent studies on the composition of the OPS indicate that imbalances exist in the representation of some groups in certain occupational areas and salary levels.

To correct these, the government announced a service-wide employment equity program in 1987.

Now the Employment Equity Internship Program has been established with the aim of recruiting recent graduates from five designated groups: aboriginals, racial minorities, persons with disabilities, francophones and women.

The enhanced program is offering 100 internship positions in a variety of occupations to minorities throughout the province.

Through the two-year, on-the-job training program, interns will gain valuable hands-on experience, which will improve their ability to compete successfully for positions in the Ontario Public Service.

To be eligible for the program, applicants must have graduated from a university or college of applied arts and technology since June, 1987.

While the focus of this initiative is employment equity, applications from non-designated group members will receive due consideration if positions cannot be filled with qualified designated group members.

Designated group applicants should indicate in their resumes or covering letters the designated group(s) to which they belong.

The information about applicants' designated group membership is also required for statistical purposes related to the employment equity program.

"The internship program meets other important goals besides employment equity," said Paul Mooney, director, Staffing Services Branch, Human Resources Secretariat.

"For the past several years, the percentage of public service employees under 25 has been declining. By providing graduates

training opportunities in administrative and specialist positions, ministries are developing a pool of well trained individuals to help revitalize and renew the public service."

The program also enables ministries to develop training positions to help solve their skill shortages.

Because of the program's past successes, managers' participation has increased, there is competition among ministries for the 100 available positions and the quality of training opportunities has been enhanced — plans are very creative and well designed, said Mr. Mooney.

Also, more positions are providing rotational assignments that give interns experience in a variety of areas such as finance, personnel and field placement. This year, for example, some of the positions include a new business consultant trainee (Ministry of Industry, Trade and Technology), a policy analyst trainee (Ministry of Community and Social Services) and an ecologist trainee (Ministry of Natural Resources).

Complementing ministries' on-the-job training are two corporate orientation sessions designed to give the interns a good overview of how the government operates.

### Eligibility Requirements

Participation is open to graduates from a university or college of applied arts and technology who have graduated since June, 1987.

While the focus of this initiative is employment equity, applications from non-designated group members will receive due consideration if positions cannot be filled with qualified members of the following five designated groups:

**Aboriginals:** Defined as one of Inuit, North American Indian or Métis and residing in Canada.

**Racial Minorities:** Refers to persons who, because of their race or color, constitute a minority in Canada. These include Black, East Asian, South Asian, Southeast Asian and West Asian/Arab.

**Francophones:** Refers to individuals for whom French is one of the languages first learned in childhood and still understood.

**Persons with Disabilities:** Individuals who, because of a long-term or recurrent physical or mental dysfunction experience difficulties, within a normal range of ability, in carrying out the activities of daily living.

**Women**

### Conditions d'admissibilité

Peuvent participer au programme les diplômés d'une université ou d'un collège d'arts appliqués et de technologie qui ont obtenu leur diplôme à partir de juin 1987.

Bien que cette initiative soit axée sur l'équité en matière d'emploi, les candidatures présentées par des personnes appartenant à des groupes non désignés seront également prises en considération si les postes à pourvoir ne peuvent être comblés par des membres dûment qualifiés des cinq groupes désignés suivants:

**Autochtones:** Ce groupe comprend les Inuits, les Indiens d'Amérique du Nord et les Métis qui résident au Canada.

**Minorités ethniques:** Ce groupe désigne les personnes qui, en raison de leur race ou de la couleur de leur peau, constituent une minorité au Canada. Entrent dans ce groupe les Noirs, les Asiatiques de l'Est, les Asiatiques du Sud, les Asiatiques du Sud-Est et les Asiatiques de l'Ouest/Arabes.

**Francophones:** Ce groupe désigne les personnes dont le français constitue l'une des premières langues apprises dans l'enfance et toujours comprise.

**Personnes handicapées:** Ce groupe comprend les personnes qui, en raison de troubles fonctionnels d'ordre physique ou mental de longue durée ou récurrents, éprouvent des difficultés, dans les limites des capacités normales, lorsqu'elles se livrent à des activités de la vie quotidienne.

**Femmes**

### Program features

**Start Date:** June/July 1989

**Duration:** Two years

**Training:** On-the-job training

**Corporate seminars**

**Salary:** \$28,300

**How To Apply:** When applying to a position, state on your resume the designated group to which you belong. If applying to more than one position, submit separate resumes to the appropriate addresses, quoting proper file number. Resumes must be received by May 5, 1989 by the ministries.

### Caractéristiques du programme

**Date de commencement:** Juin/juillet 1989

**Durée:** Deux ans

**Genre de formation:** Formation en milieu de travail

**Séminaires corporatifs**

**Salaires:** 28 300 \$

**Marché à suivre pour poser sa candidature.** Veuillez préciser dans votre curriculum vitae le groupe désigné auquel vous appartenez. Si vous posez votre candidature à plus d'un poste, veuillez présenter votre curriculum vitae à chacune des adresses appropriées, en faisant mention du numéro de concours. Les curriculum vitae doivent parvenir aux ministères concernés au plus tard le 5 mai 1989.

## Agriculture and Food

### POLICY ANALYST TRAINEE

Consider this opportunity with the economics and policy co-ordination branch to provide policy advice on the implications of issues affecting the agriculture and food industry. You will help in preparing training materials, correspondence, reports and analyses, liaise with the public, other ministries, industry Location: Toronto

**Qualifications:** degree in agricultural economics, economics, ag-business or other closely related field, interest in policy analysis and development strong analytical, organizational, negotiation, interpersonal and communication skills, ability to work under pressure and as part of a team

**Submit resume by May 5 to:** File AF-4/1P, Ministry of Agriculture and Food, Human Resources Branch, 801 Bay Street, 8th Floor, Toronto, Ontario, M7A 1A4.

### ASSISTANT HORTICULTURAL CROP ADVISER

The plant industry branch requires an outgoing individual to train as the horticulture crop adviser. Under the guidance of the manager and other branch specialists, you will provide horticultural advisory services to fruit and vegetable growers in York and Peel counties; help establish contacts with growers/producers and representatives from industry and associations Location: Kettby Newmarket.

**Qualifications:** B.Sc. in agriculture specializing in plant sciences or horticulture from a university of recognized standing, general knowledge of all the horticulture industry, excellent presentation and communication skills to work with growers, ag-business and researchers

**Submit resume no later than May 5 to:** File AF-3/1P, Ministry of Agriculture and Food, Human Resources Branch, 801 Bay Street, 8th Floor, Toronto, Ontario, M7A 1A4.

### RURAL ORGANIZATION TRAINEE

With a mandate to develop rural leaders and to strengthen their organizations, the rural organizations and services branch requires enthusiastic, motivated individuals to direct branch programs. Under the supervision of a regional manager and guidance of a senior specialist, you will plan, promote, implement and evaluate educational programs and provide professional advice in the areas of organization and human resource development. You will spend several months in each of the following locations: Kemptville, Ottawa area and New Liskeard.

**Qualifications:** applied BA/B.Sc. in food, nutrition and/or home economics or B.Sc. in agriculture, sensitivity, tact, strong understanding of the rural community and its needs, ability to present seminars and workshops, valid Ontario driver's licence, advanced oral/written French-language skills to Ontario government standards, excellent English

**Submit resume by May 5 to:** File AF-4/1P, Ministry of Agriculture and Food, Human Resources Branch, 801 Bay Street, 8th Floor, Toronto, Ontario, M7A 1A4.

### STAGIAIRE DES ORGANISATIONS RURALES

La direction des organisations et des services ruraux, dont le mandat est de former des chefs de file et de renforcer leurs organisations, a besoin d'une personne enthousiaste et motivée pour diriger des programmes. Sous la surveillance d'un directeur régional, vous devrez planifier, promouvoir, mettre en oeuvre et évaluer des programmes éducatifs et fournir des conseils d'expert dans les domaines de l'organisation et du développement des organisations rurales. Vous devrez passer plusieurs mois à chacun des endroits suivants: Kemptville, région d'Ottawa et New Liskeard

**Exigences:** B.A./B.Sc. de l'agriculture, nutrition et/ou économie domestique appliquée, sensibilité, tact, excellente compréhension des milieux ruraux et de leurs besoins, capacité de présenter des séminaires et ateliers, permis de conduire valide de l'Ontario, connaissance avancée du français écrit et parlé, selon les normes du gouvernement de l'Ontario, excellente connaissance de l'anglais

**Veuillez adresser votre curriculum vitae, accompagné de 5 \$, à:** Dossier AF-4/1P, Ministère de l'Agriculture et de l'Alimentation, Direction du personnel, 801, rue Bay, 8e étage, Toronto (Ontario) M7A 1A4.

### JUNIOR COMMUNICATIONS OFFICER

This is an opportunity in the communications branch to help implement media relations and communications programs. You will help develop and implement communications and public relations programs, research and write information and promotional material for the public, e.g., news releases, feature articles, speeches, respond to inquiries from the public in French and English Location: Toronto.

**Qualifications:** superior oral French-language skills to Ontario government standards, excellent oral and written English communication skills; some knowledge of public relations and journalism, ability to write effective press releases, speeches, and other publications, creativity, initiative, discretion, good judgment; well developed interpersonal skills, valid Ontario driver's licence, willingness to travel

**Submit resume by May 5 to:** File AF-4/1P, Ministry of Agriculture and Food, Human Resources Branch, 801 Bay Street, 8th Floor, Toronto, Ontario, M7A 1A4.

### RESPONSABLE ADJOINTE(D) DES COMMUNICATIONS

La direction des communications recherche une personne capable d'effectuer des programmes de relations avec les médias et de communications. Vous devrez participer à l'élaboration et à la mise en oeuvre de programmes de communications et de relations publiques, faire la recherche, rédiger, à l'intention de divers médias, des documents d'information, interviewer des personnes des communiqués, des articles, des discours, répondre en français et en anglais aux demandes de renseignements du public. Lieu de travail: Toronto.

**Exigences:** connaissance supérieure du français oral, selon les normes du gouvernement, excellente maîtrise du français parlé et écrit; connaissance

des relations publiques et du journalisme, aptitude à rédiger des communiqués, des discours, des articles et des publications de presse; expérience en initiative, discrétion, permis de conduire valide de l'Ontario, disponibilité à voyager

**Veuillez envoyer votre demande: curriculum vitae, avant le 5 mai, à:** Dossier AF-4/1P, Ministère de l'Agriculture et de l'Alimentation, Direction des ressources humaines, 801, rue Bay, 8e étage, Toronto, (Ontario) M7A 1A4.

### Attorney General

#### AUDITOR TRAINEE

This is an opportunity with the audit services branch to help conduct internal audits of financial operations and systems of varying size and complexity, evaluating control, security, effectiveness and compliance with established procedures for operational and senior management, help audit computer environments, develop assigned audit programs, evaluating and testing internal controls; identify weaknesses, draft feasible recommendations, draft assigned written audit reports, discuss findings and make recommendations to management Location: Toronto

**Qualifications:** degree or diploma in business administration; familiarity with accounting and auditing principles and practices, excellent communication, analytical and interpersonal skills

**Submit resume by May 5 to:** File AG-31-BB/1P, Ministry of the Attorney General, Human Resources, 3rd Floor, 720 Bay Street, Toronto, Ontario, M5G 2K1.

### PLANNING AND DEVELOPMENT TRAINEE

Join our human resources branch to help the manager, corporate planning and development, monitor, co-ordinate and implement programs. You will perform administrative duties; draft reports, research, interpret and formulate proposed policies relating to staff development, organize, conduct and/or audit training programs, maintain and analyse statistical data, provide general assistance for special projects. Location: Toronto, with travel throughout the province

**Qualifications:** familiarity with human resources; proven ability to analyse and recommend; demonstrated communication skills; excellent command of English, good report-writing skills, ability to work independently and interact effectively with all levels of staff and management, driver's licence an asset

**Submit resume by May 5 to:** File AG-31-BB/1P, Ministry of the Attorney General, Human Resources, 3rd Floor, 720 Bay Street, Toronto, Ontario, M5G 2K1.

### MANAGEMENT TRAINEES (2) Courts Administration

These are opportunities to conduct projects and provide administrative support in several areas of the courts administration program. You will conduct research, compile/analyse data and draft reports/presentations to support policy and procedure development, provide administrative support and conduct projects within a regional director's office, perform various administrative tasks in two or three local court offices. Travel required Locations: Minimum six months in Toronto, Ontario, and at least one month in Brampton, Brampton, Newmarket, Ottawa, Hamilton, London, Sudbury or Thunder Bay.

**Qualifications:** university degree or comparable college diploma related to judicial administration or administration; familiarity with the judicial system and court structure, understanding of management theory and techniques, previous judicial, research and analytical skills, excellent interpersonal and communication skills

**Submit resume by May 5 to:** File AG-70A/1P, Ministry of the Attorney General, Human Resources, 3rd Floor, 720 Bay Street, Toronto, Ontario, M5G 2K1.

### Cabinet Office

#### POLICY ANALYST TRAINEE

With the Office of Francophone Affairs and as a member of the policy and research team, you will investigate and analyse written and oral public communications concerning French-language services, provide policy analysis and information to senior government officials on matters affecting the francophone community, prepare correspondence and briefing notes Location: Toronto.

**Qualifications:** university degree or diploma in political science, public administration or related discipline, knowledge of the French Language, French Act, broad knowledge of the francophone community, good conceptual, analytical and interpersonal skills, superior oral and written French language skills to Ontario government standards, good command of oral and written English.

**Submit resume by May 5 to:** File CO-1/1P, Ministry of Treasury and Economics, Human Resources Branch, 4th Floor, 1075 Bay Street, Toronto, Ontario, M5S 2B1.

### ANALYSTE DES POLITIQUES - STAGIAIRE

À titre de membre de la direction des politiques et de la recherche de l'Office des affaires francophones, vous devrez enquêter et analyser des problèmes écrits et verbaux du public concernant la prestation de services en français, étudier des politiques et renseigner les hauts fonctionnaires du gouvernement fédéral. Toute question se rapportant à la communauté francophone, préparer de la correspondance et des notes d'information. Lieu de travail: Toronto.

**Exigences:** grade universitaire ou diplôme en sciences politiques, en administration publique ou toute autre discipline pertinente; connaissance de la Loi de 1986 sur les services en français, connaissance approfondie du milieu francophone, aptitudes à concevoir et à analyser, interviewer, négocier, un supérieur de français oral et écrit, conformément aux normes gouvernementales, bonne connaissance de l'anglais oral et écrit

**Veuillez faire parvenir votre curriculum vitae, avant le 5 mai, à:** Dossier CO-1/1P, Ministère de l'Économie, Direction du personnel, 1075, rue Bay, 4e étage, Toronto (Ontario) M5S 2B1.

## Colleges and Universities

### POLICY PROGRAM ANALYST TRAINEE

This is an opportunity to assist senior staff with corporate policy development and analysis in universities and community colleges. The ministry is responsible for developing, co-ordinating and administering policies re postsecondary institutions in addition to providing capital and operating grants to these institutions. You will be given assignments in three program areas: supervision of relations branch, college affairs branch and the francophone affairs section. You will respond to correspondence; review and analyse documents; prepare working documents and draft policy papers on selected issues by reviewing and researching relevant material and analysing statistical reports. Location: Toronto.

**Qualifications:** degree or diploma in postsecondary administration, public administration or social sciences; excellent conceptual and analytical skills; research skills, good organizational, interpersonal and communication skills; superior oral and written French language skills to Ontario government standards, excellent English

**Submit resume by May 5 to:** File MG-97/1P, Ministry of Colleges and Universities, Corporate Planning and Development Branch, 730 Bay Street, Suite 1105, Toronto, Ontario, M5G 1N8.

### STAGIAIRE À L'ANALYSE DES POLITIQUES-PROGRAMMES

Vous l'occasion d'aider les cadres supérieurs à élaborer et à analyser les politiques ministérielles relatives aux universités et aux collèges. Le ministère est chargé d'élaborer, de coordonner et d'administrer les politiques sur les établissements d'enseignement postsecondaire ainsi que d'allouer les subventions d'immobilisations et de fonctionnement. Vous travaillerez pour la direction des affaires francophones à la section des affaires francophones. Vous devrez rédiger des lettres, réviser et analyser des documents, préparer des documents de décision et des ébauches de politiques sur certains sujets en effectuant des recherches; réviser et en analysant la documentation pertinente; étudier des rapports statistiques. Lieu de travail: Toronto.

**Exigences:** certificat ou diplôme en administration des affaires, en administration ou en sciences sociales, excellentes aptitudes à conceptualiser, à analyser et à la recherche; sens de l'organisation, bonnes aptitudes à la communication et aux relations interpersonnelles, connaissance supérieure du français oral et écrit, conformément aux normes gouvernementales, excellent anglais.

**Veuillez envoyer votre demande: curriculum vitae, avant le 5 mai, à:** Dossier MG-97/1P, Ministère des Collèges et Universités, Planification et Développement, Bureau 730, rue Bay, Bureau 1105, Toronto (Ontario) M5G 1N8.



## Colleges and Universities (cont'd)

### DATABASE ADMINISTRATOR TRAINEE

The research support and international activities branch is looking for an enthusiastic, computer-savvy person with excellent interpersonal skills to use your analytical mind, you will develop, maintain and provide a data-based service related to international policy. Secondary education and academic research activities. Your excellent communication skills will be used in your dealings with staff, clients and the public, and helping produce branch communication materials and providing information sessions to client groups. Location: Toronto

**Qualifications:** degree or diploma in computer science or related discipline, good knowledge of economic theories, research-statistical techniques and data sources and their practical application; excellent written and communication skills, ability to work independently, organize own activities, analyse, interpret data and develop sound recommendations

**Submit resume by May 5 to:** File SS-36/3P, Ministry of Colleges and Universities, Corporate and Services Branch, 790 Bay Street, Suite 1105, Toronto, Ontario, M5G 1N8.

## Community and Social Services

### EARLY CHILDHOOD CONSULTANT TRAINEE

This is an opportunity for a bilingual individual to work in the ministry's French language services unit; an agency or municipality in a francophone child-care program; a planning unit to co-ordinate development of a long-term child-care plan in consultation with francophone communities in Sudbury/Algonia. In the district office and in the field, you will be responsible for the use and also provide ministry licensing, renewal, inspection and consultation services to francophone day nurseries in Sudbury/Algonia. Location: Sudbury, with frequent travel

**Qualifications:** early childhood education certificate, excellent communication, presentation and consultation skills; superior French-language skills to Ontario government standards; excellent English, with good knowledge of analytical, research and community development skills, some experience with computers an asset

**Submit resume by May 5 to:** File NC-4-15/1P, Ministry of Colleges and Universities, Human Resources and Social Services Branch, 111 Larch Street, 6th Floor, Sudbury, Ontario, P3E 4T5.

### CONSEILLER(ÈRE) - STAGIAIRE EN ÉDUCATION PRÉSCOLAIRE

En tant que diplômé(e) en éducation préscolaire, vous devrez travailler au sein d'une des services en français du ministère, d'un programme de garde en français d'une municipalité ou d'un organisme, d'une unité de planification afin d'acquiescer à la mise en place d'un plan de services de garde à long terme en consultation avec des collectivités

de Sudbury/Algonia; et, avec une autonomie graduée, au bureau de district, offrir au ministère des services d'octroi de permis, de renouvellement, d'inspection et de consultation auprès des garderies francophones de la région. Lieu de travail: Sudbury, avec déplacements fréquents en Ontario

**Exigences:** certificat en éducation préscolaire, excellentes aptitudes en communication, présentation et consultation; excellentes aptitudes en français, conformes aux normes gouvernementales, excellentes aptitudes, bonnes aptitudes en analyse, recherche et développement; aptitudes en anglais; une certaine connaissance de l'informatique constitue un atout

**Faire parvenir votre demande:** curriculum vitae, d'ici le 5 mai, à: Dossier NC-4-10/1P, Ministère des Services sociaux et communautaires, Chef des ressources humaines, 111, rue Larch, 6<sup>e</sup> étage, Sudbury (Ontario) P3E 4T5.

### POLICY ANALYST TRAINEES (2)

A challenge awaits you in either the operational co-ordination branch or the strategic planning and intergovernmental relations division to undertake projects in several offices, including the French language communities. You will gain a working knowledge of ministry programs, strategic planning, policy development and planning process as a project manager. You will help research, analyse and develop policy options, help develop, approve, manage and monitor pilot projects, prepare briefing notes, presentation and correspondence. You may act as a member of ministry, interministerial and/or intergovernmental committees. Location: Toronto.

**Qualifications:** graduate or undergraduate degrees, good knowledge of the disabled, elderly, children, intergovernmental relations or family support policies programs, well developed analytical and research skills, excellent communication and presentation skills, superior French-language skills to Ontario government standards; excellent English

**Submit resume by May 5 to:** File SS-36/3P, Ministry of Community and Social Services, Human Resources Head Office, 17th Floor, 56 Wellesley Street West, Toronto, Ontario, M7A 2B7

### STAGIAIRES EN ANALYSE DES POLITIQUES (2)

En tant que stagiaire en analyse des politiques dans la direction de la coordination des opérations ou dans la division de la planification stratégique et relations intergouvernementales, la personne choisie aura à relever de nouvelles tâches. Vous devrez entreprendre des projets au sein de plusieurs bureaux du ministère, dont celui des services en français, afin d'acquiescer à une des opérations ou à la mise en place d'un programme ministériel, de la planification stratégique, de l'élaboration des politiques et du processus de planification. Vous serez en contact avec le chef et le général de l'équipe chargée du projet, vous participerez à la recherche, l'analyse et l'élaboration des options en matière de politiques, à l'élaboration de la proposition, la gestion et l'évaluation des projets pilotes, à la préparation des notes documentaires, de présentations et de lettres. Vous pourriez être appelé(e) à siéger au sein d'un comité ministériel, interministériel et/ou inter-

gouvernemental. Lieu de travail: Toronto

**Exigences:** diplôme de premier ou de deuxième cycle; bonne connaissance de la situation des handicapés, des personnes âgées, des enfants, des relations intergouvernementales ou des programmes/politiques de soutien à la famille, excellentes aptitudes en communication et présentation; excellent supérieur de français conforme aux normes gouvernementales, excellent anglais

**Faire parvenir votre demande:** curriculum vitae, d'ici le 5 mai, à: Dossier SS-36/3P, Ministère des Services sociaux et communautaires, Bureau de l'administration centrale des ressources humaines, 56, rue Wellesley Ouest, 17<sup>e</sup> étage, Toronto (Ontario) M7A 2B7.

### HUMAN RESOURCES TRAINEE

Join the human resources branch to carry out assignments under the guidance of policy and research advisors. Special emphasis will be on projects related to the implementation and analysis of the ministry's human resources planning program. Designated areas will include staffing, classification, salary administration and employee relations. Location: Toronto.

**Qualifications:** basic knowledge of the personnel function, practices and procedures, proven analytical and research skills; good judgment, ability to recommend and defend solutions, work under pressure and function effectively as a team member

**Submit resume by May 5 to:** File SS-37/1P, Ministry of Community and Social Services, Human Resources Head Office, 17th Floor, 56 Wellesley Street West, Toronto, Ontario, M7A 2B7

### HUMAN RESOURCES TRAINEE

In the southwest region, you will have an excellent opportunity to work in the regional office on regional human resources planning projects and at the Oxford Regional Centre, Woodstock, providing direct service to managers re staffing, classification, benefits, employee relations, organizational development, performance management. Location: Woodstock, with frequent travel to London

**Qualifications:** knowledge of personnel function and practice, good communication, analytical, interpersonal, organizational and consulting skills, some experience using computers an asset

**Submit resume by May 5 to:** File ORC-1-75/1P, Human Resources Manager, Oxford Regional Centre, Community and Social Services, P.O. Box 310, Woodstock, Ontario, N4S 7X9.

### SYSTEMS OFFICER TRAINEE

This is an excellent opportunity to undertake projects in a mainframe, departmental and microcomputer environment on a rotational basis. Projects include all phases of the systems development cycle including business needs assessment, design, implementation, training and evaluation in a mixed mainframe, departmental and microcomputer environment. You will be involved in local as well as ministry-wide projects. Location: Kingston.

**Qualifications:** degree or three-year diploma in computer science, some knowledge/courses in personal com-

puter mainframe and the DEC VAX departmental applications, excellent communication, presentation, interpersonal and computer skills

**Submit resume by May 5 to:** File KA-6/1P, Human Resources Manager, Ministry of Community and Social Services, Suite 103, 1055 Princess Street, Kingston, Ontario, K7L 5T3.

### NATIVE PLANNING OFFICER TRAINEE

Required to undertake projects in several offices and sit as a member of ministry, interministerial or intergovernmental committees to gain an overview of the planning cycle, systems and processes in place in Ontario and of government programs for natives You will research, develop and co-ordinate district service plans to native services, sit as a member of the district management team, consult with key service providers to identify options to resolve issues. Location: Thunder Bay, with frequent travel to Ottawa

**Qualifications:** knowledge of northern native communities, good research and communication skills, ability to speak one of the native languages an asset

**Submit resume by May 5 to:** File NWO-7/1P, Ministry of Community and Social Services, 110 Victoria Avenue, 3rd Floor, Thunder Bay, Ontario, P7C 5P7

### FINANCIAL ANALYST TRAINEE

On rotation, you will undertake projects in several offices to gain an excellent overview of the annual financial cycle, revenue and management information systems and processes, ministry programs; research and analytical assignments to support the estimate, allocation and administration of financial and program-planning tasks. Location: Toronto.

**Qualifications:** degree/diploma in finance, economics with a particular interest in public finance, good team work and communication skills, some experience using computers an asset

**Submit resume by May 5 to:** File SS-36/1P, Ministry of Community and Social Services, Human Resources Head Office, 56 Wellesley Street West, Toronto, Ontario, M7A 2B7.

### POLICY ANALYST TRAINEE (2)

In the children's services branch or community services areas, you will undertake projects in several offices to gain a working knowledge of ministry programs, strategic planning, policy development and planning process. As a team member, you will participate in: research, analysis and development of policy options; development, approval, management, monitoring of pilot projects; preparing briefing notes, presentations and correspondence. You may sit as a member of ministry, interministerial and/or intergovernmental committees. Location: Toronto.

**Qualifications:** graduate or undergraduate degree; good knowledge of the disabled, elderly, children or intergovernmental relations policies; programs, well developed analytical and research skills, excellent communication and presentation skills

**Submit resume by May 5 to:** File SS-34/1P, Ministry of Community and Social Services, Human Resources

Head Office, 17th Floor, 56 Wellesley Street West, Toronto, Ontario, M7A 2B7

## Consumer and Commercial Relations

### INVESTIGATOR TRAINEE

The consumer services branch requires a bilingual individual to undertake investigations into violations of provincial consumer protection legislation. You will work under the supervision of investigators to become familiar with related acts and legislation; learn investigative and court procedures, complete investigations and prepare reports, provide French-language support to investigators, including preparing comprehensive reports, court documents and briefs. Location: Toronto.

**Qualifications:** education in the area of law/enforcement, knowledge of the judicial process and application of consumer protection legislation; advanced oral and written French-language skills to Ontario government standards; willingness to travel throughout the province; accounting or auditing background an asset.

**Submit resume by May 5 to:** File CR-45/1P, Ministry of Consumer and Commercial Relations, Human Resources Branch, 10 Wellesley Street East, 7th Floor, Toronto, Ontario, M7A 2J5.

### ENQUÊTEUR(TRICE) - STAGIAIRE

Ce poste, dans la direction des services aux consommateurs, vous offre l'opportunité de procéder à des enquêtes concernant des infractions à la Loi sur la protection des consommateurs. Vous devrez oeuvrer avec des enquêteurs qui possèdent beaucoup d'expérience dans ce domaine afin de vous familiariser avec les procédures connexes, apprendre les procédures d'investigation et légales; compléter des enquêtes y compris des poursuivies judiciaires, aux services de soutien en français aux enquêteurs y compris la préparation de rapports et documents compréhensibles de la loi et des dossiers. Lieu de travail: Toronto

**Exigences:** études dans le domaine de la loi et son application, connaissances du gouvernement de l'Ontario et l'application des sanctions administratives dans les industries réglementées, habileté à vous familiariser rapidement avec les lois provinciales, bonnes aptitudes à la communication, jugement et initiative, niveau avancé de français parlé et écrit, conformisme aux sanctions du gouvernement de l'Ontario; excellent anglais, consentir à voyager à travers la province. La connaissance de la comptabilité et de la vérification serait un atout

**Veuillez soumettre votre demande:** curriculum vitae, d'ici le 5 mai, à: Dossier CR-45/1P, Ministère de la consommation et des affaires commerciales, direction des ressources humaines, 10, rue Wellesley est, 7<sup>e</sup> étage, Toronto (Ontario) M7A 2J6.

## Consumer and Commercial Relations (cont'd)

### AUDIT TRAINEE

Demonstrate your auditing skills with the Ministries of Consumer and Commercial Relations and Financial Institutions. You will assist in evaluating the adequacy and effectiveness of management processes and internal financial controls, ascertain reliability of accounting and other data, and compliance of activities with organizational objectives, policies, acts and regulations, recommend corrective action to improve operations, help develop new audit programs, write audit reports. Location: Toronto.

**Qualifications:** successful completion of an accounting designation or a recognized university program in business administration or equivalent discipline; knowledge of and ability to evaluate management and financial operational controls and processes; good organizational, analytical and interviewing skills; ability to understand and interpret legislation and policies, excellent communication and interpersonal skills; general knowledge of computers and auditing skills an asset.

**Submit resume by May 5 to:** File CR-42/P, Ministry of Consumer and Commercial Relations, Human Resources Branch, 10 Wellesley Street East, 7th Floor, Toronto, Ontario, M7A 2J6.

### POLICY PLANNING ANALYST TRAINEE

A challenge awaits you in the policy and planning branch where you will help carry out research and policy analysis and prepare policy papers and cabinet submissions on a wide range of social and commercial issues. Under the supervision of section managers, on a rotating basis, you will assist in program evaluation and strategic planning projects; draft correspondence, reports and briefing notes, participate in internal committees. Location: Toronto.

**Qualifications:** knowledge of political science, economics or related field, ability to carry out research, policy analysis and develop policy options, effective writing and interpersonal skills.

**Submit resume by May 5 to:** File CR-41/P, Ministry of Consumer and Commercial Relations, Human Resources Branch, 10 Wellesley Street East, 7th Floor, Toronto, Ontario, M7A 2J6.

### HUMAN RESOURCES TRAINEE

The Human Resources Branch seeks an ambitious individual to provide a variety of human resources services through rotational assignments in the areas of personnel, staff relations and organizational development. You will provide personnel services including recruitment, position evaluation/classification and salary and benefits administration; staff relations services including research and assistance re grievance administration; organizational development services including the design and delivery of basic training programs. Location: Toronto.

**Qualifications:** sound knowledge of human resources management theories and practices acquired through

related postsecondary education, ability to interpret relevant legislation and organize and complete work independently, basic knowledge of adult education principles, project-management and presentation skills, good analytical problem-solving and communication skills.

**Submit resume by May 5 to:** File CR-46/P, Ministry of Consumer and Commercial Relations, Human Resources Branch, 10 Wellesley Street East, 7th Floor, Toronto, Ontario, M7A 2J6.

## Correctional Services

### SYSTEMS OFFICER TRAINEE

Use your computer skills in the western regional office, working under the supervision of the regional business administrator. You will provide support and consulting services to staff in different locations; trouble-shoot hardware and software problems, liaise with computer suppliers and main office support group where appropriate; develop, implement and support local applications written in dBase III and Lotus 1-2-3, provide assistance and training, in computer environment. Is IBM PC/XT/AT, dBase III, Lotus 1-2-3 and MultiMate. Location: London, with travel in southwestern Ontario.

**Qualifications:** postsecondary degree or diploma, preferably in information technology; good understanding of microcomputers and software programs, excellent interpersonal and communication skills, willingness to work closely with inexperienced users and travel throughout southwestern Ontario.

**Submit resume by May 5 to:** File CI-403/P, Ministry of Correctional Services, 80 Dundas Street, 1st Floor, P.O. Box 5600, Terminal A, London, Ontario, N6A 3P3.

### ADMINISTRATIVE OFFICER TRAINEE

The western regional office seeks an enthusiastic individual to undertake rotational assignments in correctional institutions throughout the region. Reporting to the regional business administrator, you will handle assignments in the regional office and in an institutional business office in areas of purchasing, finance, staffing, personnel administration, inmate records and inmate operations. Location: London.

**Qualifications:** diploma or degree in business administration or commerce, good communication and interpersonal skills; proven analytical ability, good knowledge of PC computer applications, i.e. Lotus 1-2-3, MultiMate WP, dBase III Plus, willingness to rotate assignments and travel throughout southwestern Ontario.

**Submit resume by May 5 to:** File CI-403/P, Ministry of Correctional Services, 80 Dundas Street, 1st Floor, P.O. Box 5600, Terminal A, London, Ontario, N6A 3P3.

### SYSTEMS CO-ORDINATOR TRAINEE

Use your computer skills in the eastern regional office. Working under the regional business administrator, you will provide support and consulting services to staff throughout

er suppliers and main office support group where appropriate; develop, implement and support local applications of dBase III and Lotus 1-2-3; provide assistance and training. The computer equipment presently in use includes IBM PC/XT/AT, dBase III, Lotus 1-2-3 and MultiMate. Location: Kingston, with travel in southeastern Ontario.

**Qualifications:** degree or diploma, preferably in information technology; good understanding of microcomputers and software programs, excellent interpersonal and communication skills, ability to provide advice/construction to inexperienced users; willingness to travel.

**Submit resume by May 5 to:** File CI-3009/P, Ministry of Correctional Services, 1055 Princess Street, Suite 404, Kingston, Ontario, K7L 1H3.

## Culture and Communications

### POLICY ANALYST TRAINEE

We seek an individual to participate on policy and regulatory matters re the broadcasting, cable and telecommunications industries. You will monitor industry issues, identify and assess potential issues of interest to Ontario, participate in policy development; provide advice in complex, changing fields; review legislation and regulations. Location: Downsview, relocating to 77 Bloor St. W., Toronto, in summer, 1989.

**Qualifications:** interest in policy analysis, development and research projects; research, analytical, organizational and communication skills, awareness of cable and telecommunications issues, policies, regulations and technology; ability to work effectively and tactically in a team environment, knowledge and skills normally acquired through university or college training in such fields as business administration, law, engineering, economics or social sciences.

**Submit resume by May 5 to:** File MCC-13/P, Ministry of Culture and Communications, Human Resources Branch, 77 Bloor Street West, 3rd Floor, Toronto, Ontario, M7A 2R9.

## Education

### POLICY AND PLANNING INTERN

This is an opportunity to work with different branches of the corporate planning and policy division in the areas of policy analysis, research, legislation, financial management, corporate planning and liaison with organizations involved in education. Location: Toronto.

**Qualifications:** degree or diploma in the social or political sciences, including training in statistics, information management and computer applications, knowledge of the Ontario education system; demonstrated ability to carry out policy analysis and develop policy options, understanding of planning, financial/legislative processes, effective writing and interpersonal skills.

**Submit resume by May 5 to:** File ED-280/P, Ministry of Education, Human Resources Branch, 20th Floor, Mowat Block, Queen's Park, Toronto, Ontario, M7A 1L2.

### EDP AUDITOR TRAINEE

With the internal audit branch, you will help conduct internal audits of EDP and financial operations and systems, evaluating size and complexity, microcomputer and advanced technology computing centres; evaluate control, security, efficiency and compliance with regulations for operational and senior management; help audit computer environments; develop assigned audit programs using EDP testing techniques; evaluate and test EDP controls; identify weaknesses, develop feasible recommendations; draft written audit reports; discuss findings and recommendations to management; act as specialist in providing technical/audit assistance to operational financial audits; participate on systems development committees. Location: Toronto.

**Qualifications:** degree or diploma in computer science or business administration, sound knowledge of EDP technology, accounting and auditing principles, strong computer skills, excellent communication, analytical and interpersonal skills.

**Submit resume by May 5 to:** File ED-263/P, Ministry of Education, Human Resources Branch, 20th Floor, Mowat Block, Queen's Park, 200 Bay Street, Toronto, Ontario, M7A 1L2.

## Environment

### COMMUNICATIONS ASSISTANT

This is an opportunity for training and development in communications planning and implementation. You will write news releases, speeches, feature articles and brochures; liaise with writers, designers and printers; help produce audiovisual programs and special events; develop communications plans for a variety of clients. Location: Toronto.

**Qualifications:** formal training in journalism, communications or public relations, good communication and interpersonal skills; some exposure to computer word-processing packages; exposure to desktop publishing systems.

**Submit resume by May 5 to:** File EN-87/P, Ministry of the Environment, Human Resources Branch, 40 St. Clair Avenue West, 6th Floor, Toronto, Ontario, M4V 1M2.

### LITIGATION SCIENTIST TRAINEE—INORGANIC

The laboratory services branch, inorganic trace contaminants section, seeks a highly motivated investigative scientist to assist a litigation specialist using atomic spectroscopic, automated colorimetric, microscopic and other techniques; prepare written reports, present and defend research findings in court, conduct method development; investigate sampling techniques. Location: Toronto.

**Qualifications:** degree in chemistry or related field from a university of recognized standing; co-ordinator's previous understanding of environmental and industrial processes and database systems; excellent communication skills, problem solving, self-motivation and travel extensively throughout the province.

**Submit resume by May 5 to:** File EN-90/P, Ministry of the Environment, Human Resources Branch, 40 St. Clair Avenue West, 6th Floor, Toronto, Ontario, M4V 1M2.

### JUNIOR HYDROGEOLOGIST

With the northeastern region, you will investigate and resolve complaints of surface quality and quantity, conduct groundwater assessments of industrial sites and waste disposal facilities, comment on water quality data and compliance monitoring requirements, assess proposals and applications for approval against possible groundwater impacts, review hydrogeological consulting reports and interpret aquifer test data, help regional staff restore, protect and manage groundwater resources. Location: Sudbury, with frequent travel throughout the region.

**Qualifications:** B.Sc. in geology, engineering geology, environmental science or geology or equivalent from a university of recognized standing, good communication and technical report-writing skills, working knowledge of computers; valid driver's license.

**Submit resume by May 5 to:** File EN-91/P, Ministry of the Environment, Human Resources Branch, 40 St. Clair Avenue West, 6th Floor, Toronto, Ontario, M4V 1M2.

### ASSISTANT ENVIRONMENTAL SCIENTIST Biotechnology Products

Required by the hazardous contaminants co-ordination branch, pesticides section, to assist in the identification and assessment of biotechnology products. Using your multidisciplinary science background, you will review and interpret scientific information to help clients make sound decisions about environmental guidelines and assess profiles on priority biotechnology products. Location: Toronto.

**Qualifications:** honors degree from a university of recognized standing with a B.Sc. in biology or chemistry; ability to interpret complex scientific information within specified time constraints and write scientific reports; experience in scientific research related to exposure assessment/environmental toxicology of biotechnology products.

**Submit resume by May 5 to:** File EN-89/P, Ministry of the Environment, Human Resources Branch, 40 St. Clair Avenue West, 6th Floor, Toronto, Ontario, M4V 1M2.

### AIR QUALITY ANALYST TRAINEE

This is an opportunity to be involved in the management, evaluation and interpretation of data generated by the regional ambient air quality program; design air quality monitoring surveys; advise the public and media on air quality conditions. You will be trained in the ministry's air management program and assigned tasks to develop your skills and expertise. Location: London.

**Qualifications:** degree in science from a university of recognized standing, knowledge of microcomputer operations and statistical techniques, good communication and organizational skills, judgment and initiative.

**Submit resume by May 5 to:** File EN-86/P, Ministry of the Environment, Human Resources Branch, 40 St. Clair Avenue West, 6th Floor, Toronto, Ontario, M4V 1M2.

The Ontario government has a smoke-free workplace policy.



## Environment (cont'd)

### PLANNER TRAINEE

Join the approvals branch to help investigate land-use planning and environmental issues. You will assist in preparing environmental guidelines/proposals for the review of planning proposals, help review plans submitted to the Minister of the Environment, advise other government agencies and the private sector re environmental planning prepare reports and deal with correspondence on environmental matters; help co-ordinate ministry advice on and technical review of environmental assessments

Location: Toronto

**Qualifications:** degree from a university of recognized standing in resource planning, geography, environmental sciences, natural sciences, engineering or other related discipline, knowledge of Ontario's environmental and planning legislation and policies and government organization, ability to speak and write in a clear, factual and convincing manner, strong initiative.

**Submit resume by May 5 to:** File EH-88IP, Ministry of the Environment, Human Resources Branch, 40 St. Clair Avenue West, 6th Floor, Toronto, Ontario, M4V 1M2.

## Financial Institutions

### PRINCIPAL EXAMINER TRAINEE

The loan and trust branch seeks an experienced individual to train as a regulatory officer of financial institutions. You will train and work under the supervision of senior staff; develop broadly based skills to properly examine loan and trust companies to ensure their financial business standards are applied in a manner that enhances sound business and financial practices and depositor safety; conduct on-site regulatory reviews, reporting on assessment/findings; initiate recommendations for changes with assigned institutions. Location: Toronto, with some travel

**Qualifications:** successful completion of postsecondary studies in business administration, commerce or accounting or a recognized accounting designation; knowledge of financial accounting, auditing, investment analysis and financial institutions' operations, effective communication skills; ability to work in a team, willingness to travel

**Submit resume by May 5 to:** File FI-12IP, Ministry of Consumer and Commercial Relations, Human Resources Branch, 10 Wellesley Street East, 7th Floor, Toronto, Ontario, M7A 2J6.

## Government Services

### POLICY OFFICER TRAINEE

Here is an exciting opportunity in the policy and planning secretariat to enter the policy analysis and development field. You will help process policy submissions including recommendations, working with officials of Cabinet Office and policy units of other ministries; co-ordinating preparation of briefing materials for senior policy officers; training on computerized system, ensuring deadlines are met. You may carry out research on a number of policy issues or related to

specific submissions. Location: Toronto

**Qualifications:** degree or diploma in public administration, economics or political science, excellent organizational, research, communication, analytical and interpersonal skills; computer literacy; ability to work productively with managers at all levels; sound judgment

**Submit resume by May 5 to:** File GS-66IP, Ministry of Government Services, Human Resources Services Branch, 8th Floor, Ferguson Block, Queen's Park, Toronto, Ontario, M7A 1N3.

### STRUCTURAL ENGINEER TRAINEE

Use your engineering skills with the design services branch, civil engineering section. You will: help design and review new/existing buildings, plan/conduct structural investigations and analyses, inspect/examine existing buildings, review structural adequacy of buildings, help design projects, co-ordinate projects and perform on-site supervision and inspections. Location: Toronto

**Qualifications:** bachelor of civil engineering degree from a recognized university, excellent interpersonal and communication skills, ability to work to deadlines, good knowledge of engineering technical reports, ability to learn a variety of administrative and technical policies, procedures and practices

**Submit resume by May 5 to:** File GS-64IP, Ministry of Government Services, Human Resources Services Branch, 8th Floor, Ferguson Block, Queen's Park, Toronto, Ontario, M7A 1N3.

### PENSION SPECIALIST TRAINEE

This is an opportunity in the field of pension administration with the policy and interpretation section, which is responsible for administering the Ontario Public Service Pension Plan. You will review legislation and regulations relating to pension administration, learn how technology is used in plan administration; undertake analysis to provide input on future use of technology to upgrade plan administration, gain exposure to Public Service Superannuation Board procedures. Location: Toronto

**Qualifications:** background training in degree in public administration, including knowledge of policy and legislative analysis and production, good communication and analytical skills, knowledge of computers and computer applications, both micro and mainframe; background training or knowledge in pension plan administration

**Submit resume by May 5 to:** File GS-65IP, Ministry of Government Services, Human Resources Services Branch, 8th Floor, Ferguson Block, Queen's Park, Toronto, Ontario, M7A 1N3.

### PROPERTY MANAGER TRAINEE

Seize this outstanding opportunity to gain experience in public-sector property management with the property management division of Canada's largest managers of real estate, in a diversified training program. Hands-on working experience will be emphasized, training will be complemented with special task assignments and course work. You will learn the fundamentals of building operations management in-

cluding space management, preventive maintenance, budgeting, repairs, renovations and contract administration. Location: North Bay.

**Qualifications:** degree or diploma in general arts, business administration, architectural engineering, excellent communication and interpersonal skills, good organizational skills, strong interest in property management, ability to work independently and deal effectively with a diverse client group

**Submit resume by May 5 to:** File GS-66IP, Ministry of Government Services, Human Resources Services Branch, 8th Floor, Ferguson Block, Queen's Park, Toronto, Ontario, M7A 1N3.

### CONTRACT CO-ORDINATOR TRAINEE

This is an opportunity with the contract management branch to undertake a variety of assignments re overall co-ordination, administration and inspection of major capital buildings construction projects throughout the construction phase. Opportunities will be available to develop skills re administering loan and contractors' claims and contractor evaluation. Location: Toronto.

**Qualifications:** degree or diploma in architecture, engineering or related field, excellent communication and interpersonal skills, ability to work independently, good deal effectiveness with a diverse client group, good organizational skills, valid driver's licence

**Resume must be received by May 5. Send to:** File GS-67IP, Ministry of Government Services, Human Resources Services Branch, 8th Floor, Ferguson Block, Queen's Park, Toronto, Ontario, M7A 1N3.

## Housing

### TECHNICAL PROGRAM SERVICES ASSISTANT

The rent review branch, program standards and technical services unit, seeks an enthusiastic, hard-working individual to become a member of a busy team to help implement and co-ordinate program and technology training for staff. You will apply your systems knowledge working with the technology co-ordinator and the rent review regional and local offices in determining training needs and computer application; assist in ongoing activities on rent review legislation, regulations and the Landlord and Tenant Act in this area. Location: Toronto

**Qualifications:** sound knowledge of application programming in a micro-computer environment, well developed analytical and research skills, ability to work effectively in a team, excellent communication and interpersonal skills, some experience in preparing manuals, training materials, etc.; willingness to travel; experience with administrative aspects of projects an asset.

**Submit resume by May 5 to:** File MH-76IP, Ministry of Housing, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2E5

### HOUSING PROGRAMS ASSISTANT

With the southwestern regional housing programs office, you will help deliver housing programs, including organizing information sessions and

meeting with interested groups to explain promote programs; review applications to ensure criteria, e.g. need, income, housing analysis are met, review evaluate applications for loans/grants, completing documentation/making recommendations; prepare grant award submissions; inform groups of publicly requirements, co-ordinate scheduling/official openings, participate in property management and housing administration research; prepare briefing notes and routine correspondence. Location: London.

**Qualifications:** graduation from a recognized program in urban planning, social sciences or political science, good organizational and communication skills, valid driver's licence

**Submit resume by May 5 to:** File MH-64IP, Ministry of Housing, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2E5.

### HOUSING PROGRAM ASSISTANT

We seek a highly motivated individual to work in the northern regional housing programs office. You will help deliver housing programs, including organizing information sessions and/or meeting with interested groups to explain promote programs, analysis and process applications in line with program criteria; review and evaluate applications for loans or grants; complete documentation and make recommendations, perform research, prepare briefing notes and routine correspondence. Location: Sudbury.

**Qualifications:** graduation from a recognized postsecondary program in urban planning, social sciences or political science, good organizational and communication skills, valid driver's licence

**Submit resume by May 5 to:** File MH-62IP, Ministry of Housing, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2E5

### BUILDING CODE ADVISER TRAINEE

As a member of the code services team of the Ontario buildings branch, you will help provide building code and plumbing code advice to the public, and perform a broad range of building code activities in the code services section. Opportunities will be available to develop your skills and expertise through study sessions, technical work assignments, and by supervision by qualified technical advisers. Location: Toronto.

**Qualifications:** degree in architecture or civil or mechanical engineering from an accredited university; excellent communication and interpersonal skills

**Submit resume by May 5 to:** File MH-66IP, Ministry of Housing, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2E5

### RESOURCES MANAGEMENT TRAINEE

A unique position exists with the corporate resources management wing of the Ontario Ministry of the Environment to develop working knowledge and skills in

financial planning, resource allocation and budgeting, human resource management, information technology services, research facilities and services. Location: Toronto.

**Qualifications:** demonstrated analytical and problem-solving skills, effective interpersonal, consultative and communication skills, ability to work under pressure to tight deadlines, absorb and understand issues quickly

**Submit resume by May 5 to:** File MH-74IP, Ministry of Housing, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2E5

## Human Resources Secretariat

### PENSIONS AND BENEFITS ASSISTANT

We require a highly motivated individual who would welcome rotating assignments with the pensions and benefits policy group. Assignments will focus on policy formulation and personal skill development. With guidance, you will conduct research on pensions and benefits policy for the Ontario Public Service, contribute to written briefings for senior officials, help develop policy options and recommendations, revise/redesign format for major reports, coordinate implementation of corporate initiatives with group directors and senior staff. Location: Toronto.

**Qualifications:** background in economics, commerce, statistics, public administration, labor relations, personnel services or related fields, ability to work independently and effectively in a fast-paced, challenging environment; well developed planning, organizational, problem solving and interpersonal skills an asset

**Submit resume by May 5 to:** File HR-14IP, Human Resources Secretariat, Personnel Services, Frost Building South, 3rd Floor, Queen's Park, Toronto, Ontario, M7A 1Z5.

## Industry, Trade and Technology

### BUSINESS CONSULTANT INTERN

Our northern industry division is committed to promoting industrial and economic growth in Northern Ontario. The division office seeks an individual to advise the public and ministry clients on business and economic development opportunities, availability of government funding and services, information sources, etc.; participate in business and trade shows. Location: Sault Ste. Marie.

**Qualifications:** postsecondary diploma or degree related to business themes and practices, specialization in finance, marketing, industrial development or engineering an asset; experience with word processing, database and spreadsheet applications; excellent analytical and consulting skills

**Submit resume by May 5 to:** File IT-113IP, Ministry of Industry, Trade and Technology, Human Resources Branch, 9th Floor, Hart House, 100 King Street West, Queen's Park, Toronto, Ontario, M7A 2E1.

## Industry, Trade and Technology (cont'd)

### BUSINESS CONSULTANT TRAINEE

Business consultants in our investment and regional operations provide consulting services to the private sector, evaluate local business conditions and deliver programs to foster regional economic development, investment and job creation. You will help senior consultants to provide appropriate counseling or referral services in response to business inquiries, conduct government programs, research and compile information. As well, you will act as administrative assistant to the regional director. Location: Ottawa.

**Qualifications:** business knowledge gained through a postsecondary program including finance, marketing or engineering, superior French-language skills to Ontario government standards, excellent communication skills, excellent computer skills, use of personal computers using a variety of software packages, demonstrated sound analytical skills.

**Submit resume by May 5 to: File IT-112IP, Ministry of Industry, Trade and Technology, Human Resources Branch, 9th Floor, Hearst Block, 900 Bay Street, Queen's Park, Toronto, Ontario, M7A 2E1.**

### CONSEILLER(ÈRE) COMMERCIAL(LE)-STAGIAIRE

Les conseillers commerciaux de la direction des investissements et des opérations régionales fournissent des services de consultation au secteur privé, évaluent la situation des affaires locales et appliquent les programmes d'encouragement au développement économique, à l'investissement et à l'emploi. Vous devrez aider les conseillers principaux à fournir les services suivants: conseils ou recommandations entrepreneuriales en réponse aux demandes des entreprises, application des programmes gouvernementaux, recherche et compilation de renseignements. En outre, vous occuperez le poste de (a)donnée administrative) auprès du directeur régional de la ville, Ottawa.

**Exigences:** compétences commerciales acquises au cours d'études postsecondaires en finance, marketing ou ingénierie; niveau supérieur de français conforme aux normes du gouvernement de l'Ontario, excellent anglais, maîtrise des ordinateurs personnels et des logiciels; expérience, compétence analytique prouvée.

**Veuillez soumettre votre demande curriculum vitae, d'ici le 5 mai, à: Dossier IT-112IP, Ministère de l'Industrie, du Commerce et de la Technologie, Direction des ressources humaines, 900 rue Bay, Édifice Hearst, 9e étage, Toronto (Ontario) M7A 2E1.**

### SMALL BUSINESS ADVOCATE TRAINEE

Help develop a comprehensive action plan for the growth and competitive viability of small and medium-sized business in Ontario. Working with a senior advocate, you will assemble data on major factors that influence competitiveness such as financing, export services, procurement and export support policies within Canadian and North American markets, assist in interest rate calculations, participate in primary research design, implement a plan and analyze; contribute to policy

papers and presentation materials. Location: Toronto.

**Qualifications:** postsecondary diploma or degree in economics, business or political science, superior French language skills to Ontario government standards, excellent English; sound research, analytical and presentation skills; ability to evaluate forces that affect small firms.

**Submit resume by May 5 to: File IT-114IP, Ministry of Industry, Trade and Technology, Human Resources Branch, 9th Floor, Hearst Block, Queen's Park, 900 Bay Street, Toronto, Ontario, M7A 2E1.**

### STAGIAIRE À LA DÉFENSE DES PETITES ENTREPRISES

Apportez votre soutien à l'élaboration d'un plan d'action intégré pour assurer croissance et compétitivité aux petites et moyennes entreprises en Ontario en collaboration avec les petites entreprises; vous devrez réunir des renseignements sur les facteurs importants ayant une incidence sur la compétitivité, notamment les finances, les services d'information et les postiques d'achat et de soutien à l'exportation sur les marchés canadiens et non-américains, aider dans la compilation de groupes d'intérêt, prendre part à l'élaboration, la mise en œuvre et l'analyse de la recherche primaire en design, contribuer aux exposés de politiques et au matériel de présentation. Lieu de travail: Toronto.

**Exigences:** diplôme postsecondaire ou universitaire en économie, commerce ou sciences politiques, niveau supérieur de français conforme aux normes du gouvernement de l'Ontario, excellent anglais; compétences en recherche/analyse et aisance pour les présentations; expérience avec les forces affectant les petites entreprises.

**Veuillez envoyer votre demande/curriculum vitae, d'ici le 5 mai, à: Dossier IT-114IP, Ministère de l'Industrie, du Commerce et de la Technologie, Direction des ressources humaines, 900 rue Bay, Édifice Hearst, 9e étage, Toronto (Ontario) M7A 2E1.**

### NEW BUSINESS COUNSELLOR TRAINEE

Required to: counsel entrepreneurs on starting a business, develop and maintain contact with relevant small business organizations, federal provincial agencies and municipal offices; assist in an up-to-date inventory of resources material, work with clients to develop and use an effective business plan, including market and financial planning, making necessary referrals; help senior business consultant(s) provide counselling services and deliver government programs, research and prepare reports. Location: Windsor.

**Qualifications:** related postsecondary degree or diploma with a strong interest in business entrepreneurial activities and consulting, clear understanding of business plans, market analysis, financial planning and forecasting ability to work with preprogrammed computer databases, excellent command of technical business terminology, superior French-language skills to Ontario government standards, excellent English.

**Submit resume by May 5 to: File IT-115IP, Ministry of Industry, Trade and Technology, Human Resources Branch, 9th Floor, Hearst Block, Queen's Park, 900 Bay Street, Toronto, Ontario, M7A 2E1.**

### CONSEILLER(ÈRE)-STAGIAIRE AUPRÈS DES NOUVEAUX ENTREPRENEURS

Vous devrez conseiller les entrepreneurs sur le lancement d'une entreprise, développer/maintenir des relations avec les organismes intervenant auprès des petites entreprises, agences fédérales/provinciales et bureaux municipaux de la région; vous devrez à jour la documentation, collaborer avec les clients pour élaborer et utiliser un projet d'entreprise efficace, incluant plan de développement et finances, faire les recommandations nécessaires, aider un conseiller commercial principal (ou plusieurs) à l'oum des clients et veiller à l'application des programmes gouvernementaux, coordonner/dresser les rapports assignés Lieu de travail: Windsor

**Exigences:** diplôme postsecondaire approuvé d'un intérêt pour l'entrepreneuriat et la consultation; compréhension précise des projets d'entreprise, analyses de marché, planification et prévisions financières, habileté à utiliser les données et les données informatiques préprogrammées, excellente maîtrise de la terminologie commerciale, connaissance supérieure du français, bonne connaissance gouvernementales, excellentes compétences en communication, excellent anglais.

**Veuillez envoyer votre demande/curriculum vitae, d'ici le 5 mai, à: Dossier IT-115IP, Ministère de l'Industrie, du Commerce et de la Technologie, Direction des ressources humaines, 900 rue Bay, Édifice Hearst, 9e étage, Toronto (Ontario) M7A 2E1.**

## Intergovernmental Affairs

### INTERGOVERNMENTAL AFFAIRS OFFICER TRAINEE

Under a senior officer's supervision, you will perform research and analysis in the programs and estimates, reports and special studies, help prepare reports and briefings, provide administrative support to senior officers. Location: Toronto.

**Qualifications:** postsecondary graduation in public administration, political science, economics, history or related disciplines, good writing and editing skills, knowledge of Canadian government and/or international relations an asset.

**Submit resume by May 5 to: File IA-11P, Ministry of Treasury and Economics, Human Resources Branch, 4th Floor, 1075 Bay Street, Toronto, Ontario, M5B 2S1.**

## Labour

### HUMAN RESOURCES TRAINEE

Challenge your skills! In-depth training and experience in staffing, job classification and staff relations will develop your interviewing, writing, analytical, organizational and problem-solving skills. Activities will include recruiting staff, writing and analyzing a variety of job descriptions, managing a summer student labor relations program, including designing a training week, assisting with grievance investigation and staff relations training programs. Location: Toronto, with extensive travel.

**Qualifications:** recognized degree/diploma in a related area such as psychology, industrial relations, personnel, economics or economics and labor relations; administrative ability aware-

ness and sensitivity to human resources issues; good communication and interpersonal skills; ability to manage several projects under time constraints and learn a computer software package, flexibility, enthusiasm.

**Submit resume by May 5 to: File LB-290 IP, Ministry of Labour, Human Resources Branch, 100 University Avenue, 2nd Floor, Toronto, Ontario, M7A 1T7.**

### JUNIOR POLICY ADVISER TRAINEE

The compliance reporting service requires a motivated individual to prepare reports and draft recommendations to ensure compliance by companies receiving benefits from Ontario ministries. You will liaise with all branches to analyze compliance cases; advise officials of this and client ministries, learn processes to carry out policy development and program evaluation, carry out a review of contract compliance in other jurisdictions. Location: Toronto.

**Qualifications:** postsecondary studies in public/business administration, law or economics, demonstrated interest in administrative law, occupational health and safety or employment law; aggressive research skills, excellent communication and interpersonal skills.

**Submit detailed resume/application by May 5 to: File LB-291IP, Ministry of Labour, Human Resources Branch, 400 University Avenue, 2nd Floor, Toronto, Ontario, M7A 1T7.**

## Management Board of Cabinet

### MANAGEMENT BOARD OFFICER TRAINEE

We offer a challenging opportunity for a highly motivated individual to work in the programs and estimates division. You will: monitor, compile and help analyze accommodation issues, strategies and policies for the Ontario government, analyze resource requests, legislative changes, policy proposals and actual spending for assigned ministries, prepare reports using written and computer skills, liaise with Management Board and ministry staff. We co-ordinate activities. Location: Toronto.

**Qualifications:** postsecondary studies in public administration, economics, social science, engineering or architecture, excellent analytical skills, good communication and negotiation skills, ability to carry out research and write reports, willingness to respond to change priorities; ability to work independently and in a team; experience with microcomputers and/or knowledge of accommodation issues an asset.

**Submit resume by May 5 to: File MB-31P, Human Resources Secretariat, Personnel Services, Frost Building, 100 Queen's Park, Toronto, Ontario, M7A 1Z5.**

## Municipal Affairs

### MUNICIPAL AID TRAINEE

An exciting opportunity exists with the Ontario Municipal Aid Bureau, which audits grants to municipalities for 11 years. As you will establish and develop client relationships, undertake audits of more than 40 programs; evaluate adherence to policies and procedures, assess financial controls, prepare reports and recommendations, help develop

audit programs and standards. There will also be an assignment in a program delivery role to review municipal policies and procedures and the technical support required for effective grant administration. Location: 5400 Yonge Street, Wexford, with extensive travel throughout Ontario.

**Qualifications:** completion of relevant university or community college program; willingness to enroll in a recognized accounting program and/or experience in auditing principles, practices and theories, analytical, research and report-writing skills, knowledge of management concepts and practices; ability to work independently and in a team, initiative, resourcefulness, reliability.

**Submit resume by May 5 to: File MMA-68P, Ministry of Municipal Affairs, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2S5.**

### POLICY AND MANAGEMENT ANALYST TRAINEE

This is an opportunity with the municipal management practices branch and the local government organization branch. Working for one year in each branch, you will: help research and prepare publications and seminars on legislative and contemporary management issues, and concerns affecting municipalities, undertake research and analysis to support development of policy options to the organization, the structure and functions of local government, prepare related reports, correspondence, cabinet submissions and briefing material for senior staff. Location: Toronto.

**Qualifications:** related academic training in a discipline such as political science or public administration; knowledge of local government in Ontario, good knowledge of research methods and techniques, excellent analytical, communication and interpersonal skills, experience in carrying out projects individually and as part of a group.

**Submit resume by May 5 to: File MMA-70IP, Ministry of Municipal Affairs, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2S5.**

### POLICY AND ECONOMIC ANALYST TRAINEE

Required by the Municipal Education and Training Secretariat, municipal boundaries branch and municipal finance branch. Working for an eight-month term in each area, you will: conduct fact-finding investigations, identify boundary change applications, provide research and technical support to inter-municipal negotiating and study committees, and in a team; experience to support development of policy options re financing of municipal education, prepare related reports, correspondence and briefing material and briefing material for senior staff. Location: Toronto.

**Qualifications:** graduation from a recognized program in economics, public administration or a related discipline; excellent analytical skills; experience in carrying out projects, individually and as part of a group.

**Submit resume by May 5 to: File MMA-72IP, Ministry of Municipal Affairs, Human Resources Branch, 777 Bay Street, 3rd Floor, Toronto, Ontario, M5G 2S5.**



## Natural Resources

### NATIVE CONSERVATION OFFICER TRAINEE

Use your resource-management knowledge in this opportunity to work with fish and wildlife enforcement and management officers and the district biologist. You will: carry out fish and wildlife management projects; liaise with the public, providing information and advice to ministry personnel as required; you will work weekends, holidays and irregular hours. **Location:** Timmins.

**Qualifications:** degree or diploma in resource management; knowledge of fish and wildlife management and enforcement techniques; ability to learn how to handle all kinds of field equipment such as outboard motors, firearms, watercraft, and snowmobiles; ability to communicate effectively and deal tactfully with the public; good judgement; initiative; valid driver's licence.

**Submit resume by May 5 to:** File NR-214/P, District Manager, Ministry of Natural Resources, 696 Riverside Drive, Timmins, Ontario, K9A 3W2.

### ENVIRONMENTAL ASSESSMENT BIOLOGIST TRAINEE

Consider this opportunity to help evaluate the effect of timber management on wildlife habitat used by moose, bear and other wildlife species; collect, analyse and interpret data; research and evaluate literature; interact with regional and district forestry and fish and wildlife staff. **Location:** Maple.

**Qualifications:** postsecondary education in biology or related discipline; demonstrated knowledge of statistics and computer systems; strong oral and written communication skills; excellent interpersonal and communication skills; good report-writing ability.

**Submit resume by May 5 to:** File NR-3025/P, Ministry of Natural Resources, Human Resources Branch, Whitney Block, Room 4530, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3.

### DISTRICT ECOLOGIST TRAINEE

With the eastern region, you will compile and organize areas of natural and scientific interest (ANSI) database; undertake fieldwork; prepare and determine management standards and plans; help implement ANSI program. **Location:** Carleton Place.

**Qualifications:** postsecondary education in biology, ecology or forestry; ability to gather, analyse and interpret field data and prepare reports; identify flora and fauna in the field; tact and judgment in dealing with all varieties of people; good communication skills; demonstrated report-writing ability; willingness to work effectively as a team member; ability to work over rugged terrain in all types of weather; valid driver's licence.

**Submit resume by May 5 to:** File NR-402/P, District Manager, Ministry of Natural Resources, 10 Findlay Avenue, Carleton Place, Ontario, K7C 3Z6.

### SYSTEMS OFFICER TRAINEE

Required to provide systems expertise to the Fort Frances District under supervision. You will: analyse systems problems through consultation with the district systems maintenance, user training, documentation, program-

ming and hardware/software acquisition; be responsible for daily operation of a micro/standalone computer and communications; be a member of regional systems technical committees; keep abreast of new computer technology. **Location:** Fort Frances.

**Qualifications:** knowledge of programming, operating systems, i.e. MS-DOS, and computer languages, i.e. BASIC, Pascal, ROM, 486, software packages, i.e. Lotus 1-2-3, WordPerfect, and of information systems and procedures; analytical and interpersonal skills; working knowledge of a multiserver operating system; preferably digital equipment; knowledge of networking; strong communication skills to prepare manuals, manuals, training materials and present them effectively; valid driver's licence.

**Submit resume and covering letter by May 5 to:** File NR-903/P, Regional District Manager, Ministry of Natural Resources, P.O. Box 5160, 810 Robertson Street, Kenora, Ontario, P9N 3X9.

### DEPUTY CONSERVATION OFFICER TRAINEE

This is an opportunity in the Huronia district to help conservation officers carry out fish and wildlife enforcement and resource management duties; provide bilingual enforcement and public relations in a designated French-speaking district. **Location:** Huronia.

**Qualifications:** degree or diploma in resource management; knowledge of fish and wildlife management and enforcement techniques; ability to conduct field work; good communication skills; tact; good judgment; advanced oral and written French; willingness to Ontario government standards; excellent English; valid driver's licence.

**Submit resume by May 5 to:** File NR-1007/P, District Manager, Huronia, Ministry of Natural Resources, Midhurst, Ontario, L0L 1X0.

### AGENT(E) DE PROTECTION DE LA NATURE-STAGIAIRE

Le district d'Huron-Charge une personne bilingue pour seconde des agents de protection de la nature. Vous devrez appliquer les règlements de la chasse et de la pêche, effectuer divers tâches administratives, travailler auprès du public en français et en anglais, dans une région francophone. Lieu de travail: Huronia.

**Exigences:** diplôme ou certificat en gestion des ressources; connaissance des méthodes de gestion des pêches et de la faune et des procédures d'application des règlements; aptitude au travail sur le terrain; bonnes aptitudes à la communication; tact; bon jugement; français oral et écrit de niveau avancé; selon les normes du gouvernement de l'Ontario; excellent anglais; permis conduire valide.

**Faire parvenir votre demande/curriculum vitae, d'ici le 5 mai, à:** Dossier NR-1007/P, Chef de district, Huronia, Ministère des ressources naturelles, Midhurst (Ontario) L0L 1X0.

### OCCUPATIONAL HEALTH AND SAFETY TRAINEE

Pursue this opportunity with the Aviation and Fire Management Centre and the Ontario relocated forestry group. You will help implement occupational health and safety initiatives and ensure that a safe and healthy work environment is provided for all. You will monitor safety legislation to ensure en-

**Sault Ste. Marie.**

**Qualifications:** degree or diploma in occupational health and safety or related fields, e.g. health sciences, industrial relations, human resources, familiarity with the Occupational Health and Safety Act and associated regulations, including workplace hazardous materials information system or right-to-know legislation; knowledge of occupational health and safety issues; strong communication, presentation and analytical skills; initiative; good judgment.

**Submit resume by May 5 to:** File NR-2017/P, Director, Aviation and Fire Management Centre, P.O. Box 310, 747 Main Street East, Sault Ste. Marie, Ontario, P6A 5L8.

## Northern Development and Mines

### JUNIOR POLICY ANALYST

The policy and program development branch has an opportunity that will provide you with exposure to social-economic issues as they affect Northern Ontario. You will: prepare research and analytical support material on subjects such as economic outlook and population forecasts; prepare reports, speaking notes and responses to ministers and deputy minister's correspondence; collect and analyse data for supervisor's review; help prepare budget and estimate materials. **Location:** Sudbury.

**Qualifications:** knowledge of economic research and development practices usually associated with a degree in economics, geography, business administration or social sciences; ability to summarize, analyse and interpret social-economic development issues; strong communication skills and correspondence; good analytical, communication and organizational skills; some knowledge of Northern Ontario's social-economic conditions.

**Submit resume by May 5 to:** File MNDM-4/P, Ministry of Northern Development and Mines, Human Resources Branch, 56 Wellesley Street West, Toronto, Ontario, M7A 2B7.

### JUNIOR SYSTEMS OFFICER TRAINEE

Join the information technology sections where you will work under the direction, coaching and encouragement of an experienced information technology professional. Work assignments will provide opportunities to develop the skills required to effectively support information technology users across the ministry. **Location:** Sudbury, with travel throughout Ontario.

**Qualifications:** postsecondary degree/diploma with above average standing; positive attitude; interest in computer technology and working in a problem-solving environment; willingness to learn; good communication skills.

**Submit resume by May 5 to:** File MNDM-4/P, Ministry of Northern Development and Mines, Human Resources Branch, 56 Wellesley Street West, Toronto, Ontario, M7A 2B7.

### OCCUPATIONAL HEALTH AND SAFETY ASSISTANT

The human resources branch requires an individual to help the occupational health and safety co-ordinator plan, develop and implement an occupational health and safety program. You will monitor safety legislation to ensure en-

forcefully and perform audits in compliance with the Occupational Health and Safety Act; help prepare health and safety lectures/courses; assist with general program delivery; produce basic reports and reviews to the act. **Location:** Sudbury, with extensive travel throughout Ontario.

**Qualifications:** ability to interpret acts, regulations and procedures; good judgment; initiative; well developed communication skills; working knowledge of personal computers; valid Ontario driver's licence.

**Submit resume by May 5 to:** File MNDM-1/P, Ministry of Northern Development and Mines, Human Resources Branch, 56 Wellesley Street West, Toronto, Ontario, M7A 2B7.

### MINES RECLAMATION TRAINEE

This is a challenging training position in the northeast region. Working with the abandoned mines co-ordinator, you will obtain experience in environmental matters, particularly the orderly abandonment of mining operations; develop a computer database and records management system; participate in field trips to numerous mine sites and eventually prepare reclamation plans/remedial workplans for abandoned mines. Training will be available within the government and to the mining industry for perception exposure. **Location:** Timmins.

**Qualifications:** postsecondary degree/diploma in geotechnical engineering, environmental sciences, good interpersonal and communication skills; familiarity with personal computers; valid driver's licence; willingness to travel throughout Northern Ontario.

**Submit resume by May 5 to:** File MNDM-4/P, Ministry of Northern Development and Mines, Human Resources Branch, 56 Wellesley Street West, Toronto, Ontario, M7A 2B7.

## Office for Disabled Persons

### RESEARCH ASSISTANT

We require a self-starter to assist with policy support to the minister and senior advisor on activities re: Cabinet Committee on Social Policy, and with a broad range of policy support activities involving central agencies and inter-ministerial committees; help analyse and research policy issues re: needs of disabled persons. **Location:** Toronto.

**Qualifications:** postsecondary education in political science, public administration or social policy; excellent communication skills; strong organizational and project-management skills; ability to work independently; knowledge of issues concerning disabled persons.

**Submit resume by May 5 to:** File OD-11/P, Co-ordinator, Employment Equity Internship Program, Office for Disabled Persons, 700 Bay Street, 16th Floor, Toronto, Ontario, M5G 1Z5. Tel. (416) 963-3121.

## Ontario Women's Directorate

### RESEARCH ASSISTANT

In the first year of this position, working in the consultative services branch, you will conduct research on employment equity program; help develop and implement a program initiative; and technical research to help employment equity.

the second year, in the policy and research branch, you will help prepare minister's briefing notes and correspondence; provide background research for Management, Board and cabinet submissions; provide staff support for policy-development activities; conduct background research and write recommendations for policy initiatives; and coordinate social and social welfare. **Location:** Toronto.

**Qualifications:** good knowledge of women's issues; good working knowledge of employment equity, working writing, and research; excellent organizational skills; essential ability to work in a high-pressure, fast-paced environment; good interpersonal skills. Note: Office is wheelchair accessible.

**Submit resume by May 5 to:** File WD-71/P, Ministry of Government Services, Human Resources Services Branch, 8th Floor, Ferguson Block, Queen's Park, Toronto, Ontario, M7A 1N3.

## Revenue

### PROGRAM ANALYST TRAINEE

Required by the finance and projects planning branch, the ministry's budget planning unit will place you in the section, you will work with ministry resource planning, budgeting and reporting systems and processes. Primary objectives involve evaluating financial information re expenditure planning forecasts, business cases, operational plans, budget plans and in-year results. You will work with planning and budgeting experts at all government levels to gain a detailed knowledge of financial planning and resource management. The ministry government. **Location:** Ottawa.

**Qualifications:** graduation from business administration, accounting or management disciplines; good interpersonal and communication skills; excellent analytical skills; personal computers and software ability a definite asset.

**Submit resume by May 5 to:** File RE-801/P, Ministry of Revenue, Personnel Services Branch, P.O. Box 627, 33 King Street West, Oshawa, Ontario, L1H 8H5.

### FINANCE & ADMINISTRATION TRAINEE

With the taxation data centre, you will be part of a multidisciplinary team providing financial and administrative support to central agencies and inter-ministerial committees; research, analysis and preparation of reports, maintenance, monitoring and reconciliation of data; budgeting and evaluation of automated systems to support section activities; assistance in co-ordinating purchasing, personnel and expenditure processing functions across the ministry; assist with personnel activities re reconciliation of revenue limited under the Retail Sales Tax Act. **Location:** Oshawa.

**Qualifications:** postsecondary degree/diploma in business administration; good understanding of the theories and practices of financial accounting, purchasing and general office management; ability to use personal computer; excellent analytical, organizational, interpersonal and communication skills.

**Submit resume by May 5 to:** File RE-802/P, Ministry of Revenue, Personnel Services Branch, P.O. Box 627, 33 King Street West, Oshawa, Ontario, L1H 8H5.



## Revenue (cont'd)

### ASSESSMENT LEGISLATION ASSISTANT

This is an opportunity with the assessment policies and procedures, property assessment program, to participate in the legislation planning process and in monitoring legislation impacting on property assessment and the interpretation of this legislation in the courts. Specifically, you will research legislation-related documents and publications and maintain the program's computer-based cost case index. You will work with a unique group of legislation, policy and research specialists. **Location: Oshawa.**

**Qualifications:** postsecondary education in the traditional arts (e.g. literature, history, political science), public administration or law; interest in case law and the legislation process; strong research, writing, analytical and organizational skills; computer-related skills.

**Submit resume by May 5 to: File RE-8001P, Ministry of Revenue, Personnel Services Branch, P.O. Box 627, 33 King Street West, Oshawa, Ontario, L1H 8H5.**

### PERSONNEL ADMINISTRATION TRAINEE

A challenge awaits you in the personnel service branch. You will help the personnel administration staff provide effective personnel management services such as training and development, project research, recruitment, position advertisement, employment standards and labor relations. **Location: Oshawa.**

**Qualifications:** knowledgeable in all phases of the personnel function, some experience with job evaluation systems, training and development, selection process, employment standards administration; ability to provide research and assistance re employee relations; good analytical ability, demonstrated communication skills, ability to work independently and interact effectively with all levels of staff and management; advanced oral and written French-language skills to Ontario government standards; excellent English.

**Submit resume by May 5 to: File RE-8001P, Ministry of Revenue, Personnel Services Branch, P.O. Box 627, 33 King Street West, Oshawa, Ontario, L1H 8H5.**

### STAGIAIRE EN ADMINISTRATION DU PERSONNEL

Au sein de la direction du personnel, vous apprendrez votre aide aux employés qui relèvent de l'administration du personnel, en leur fournissant des services complémentaires de gestion du personnel, notamment: la formation et le développement, la recherche de projets, la dotation, l'administration des postes, les avantages sociaux et les relations de travail. Lieu de travail: Oshawa.

**Exigences:** connaissance de toutes les phases de la fonction; expérience des systèmes d'évaluation des tâches, de la formation et du perfectionnement, du processus de sélection et de l'administration des avantages sociaux; habileté à fournir des services de recherche et d'aide au chapitre des relations avec les employés; aptitude de l'analyse; expérience démontrée de communication; capacité de travailler indépendamment et d'exercer une interaction efficace avec tous les niveaux du personnel; connaissance de l'anglais et du français; diplôme et écrit conforme aux normes

gouvernementales ontariennes; excellent anglais.

**Veillez envoyer votre demande/curriculum vitae, d'ici le 5 mai, à: Dossier RE-8001P, Ministère du Revenu, Direction du personnel, C.P. 627, 33 rue King ouest, Oshawa (Ontario) L1H 8H5.**

### INVESTIGATION TRAINEE

This is an opportunity with the special investigation branch to: acquire a knowledge of the legal system and enforcement provisions of the Ontario Revenue Act; develop communication and interviewing skills; receive microcomputer training and investigative training in the field; develop contacts with personnel in other ministries and law enforcement agencies. Reporting to the group manager, investigation, and under close supervision, you will investigate cases of criminal offence and noncompliance; prepare detailed reports of findings including recommendations for disposition through prosecutive or other corrective action; participate in criminal prosecution action. **Location: Oshawa, with periodic travel.**

**Qualifications:** knowledge of auditing within a variety of accounts and business systems; considerable initiative and judgment; strong communication and interpersonal skills; fact, good judgment, knowledge of business systems and microcomputers an asset.

**Submit resume by May 5 to: File RE-8001P, Ministry of Revenue, Personnel Services Branch, P.O. Box 627, 33 King Street West, Oshawa, Ontario, L1H 8H5.**

### PLANNING OFFICE TRAINEE

Join the program planning team of the tax revenue and grants program and be part of the planning process that guides us through all its stages—strategic plan, business plan and operational plan. You will have the opportunity to work with the research and analysis base review, human resources planning and in-year financial monitoring and control. There will also be special projects such as: research studies, analysis of business cases on technology investment proposals and preparing reports for senior management. **Location: Oshawa.**

**Qualifications:** real commitment to learning coupled with a willingness to learn; background in one or more of the following help—financial analysis, economics, public administration, business administration and accounting experience with microcomputer applications a definite asset. Your application should demonstrate initiative, creativity and presentation skills.

**Submit resume by May 5 to: File RE-8001P, Ministry of Revenue, Personnel Services Branch, P.O. Box 627, 33 King Street West, Oshawa, Ontario, L1H 8H5.**

### BUSINESS SYSTEMS OFFICER TRAINEE

Required by the motor fuels and tobacco tax branch, business systems section, to assist analysts and the local area network administrator in all phases of the system development life cycle and special assignments. You will help design EDP and other systems, planning and performing acceptance testing, data maintenance, data analysis and carry out microcomputer projects. Alone or as part of project teams, you will meet with users and analysts; write and review documents; prepare reports; investigate, analyse and rec-

ommend appropriate business systems solutions. **Location: Oshawa.**

**Qualifications:** good communication skills; excellent interpersonal skills; experience with computer-based business systems essential; business accounting helpful; analytical, problem-solving and organizational skills.

**Submit resume by May 5 to: File RE-8001P, Ministry of Revenue, Personnel Services Branch, P.O. Box 627, 33 King Street West, Oshawa, Ontario, L1H 8H5.**

## Skills Development

### JUNIOR MICROCOMPUTER/NETWORK SUPPORT OFFICER

If you are interested in contributing to the development and maintenance of microcomputer applications, networks, data communication and office automation, and think you can operate in a fast-paced, dynamic, sometimes high-pressure environment, consider joining our information systems group. You will respond to users' requests to install microcomputer hardware/software and solve microcomputer-related problems; help plan, design and implement local and wide area networks; telecommunication links and office automation functions; train users. **Location: Toronto.**

**Qualifications:** demonstrated knowledge in microcomputer, communication and network systems; knowledge of many software/hardware products, e.g. Lotus 1-2-3, dBase III+, WordPerfect, IBM-PC compatible microcomputers and peripherals; good interpersonal and problem-solving skills; ability to communicate clearly and concisely with nontechnical users and work in a team; good report and manual writing skills.

**Submit resume by May 5 to: File SD-11P, Ministry of Skills Development, Human Resources Branch, 4th Floor, 1075 Bay Street, Toronto, Ontario, M5S 2B1.**

## Solicitor General

### FIRE PROTECTION ENGINEER TRAINEE

Apply your engineering skills in the office of the fire marshal to help engineers to conduct technical investigations of fires and vaporous explosions; research fire-related matters; advise and interpret and applying legislation, regulations, codes and standards; ensure building plans comply with relevant fire safety legislation codes, etc. administer and enforce the fire code in remote communities; review fire safety regulations and acts; conduct safety audits. **Location: Toronto.**

**Qualifications:** degree in engineering; membership in Association of Professional Engineers of Ontario registration within two years; well developed communication skills; analytical ability.

**Submit resume by May 5 to: File SG-11P, Ministry of the Solicitor General, Human Resources Services Branch, 8 York Street, 2nd Floor, Toronto, Ontario, M5J 1R2.**

### RESEARCH ASSISTANT

Take this opportunity to join the policy development and co-ordination branch and assist the senior policy adviser with a wide range of issues, including public relations issues. You will research and analyse current and emerging issues; monitor existing policies; conduct research and analysis on different levels of government; attend meetings; evaluate projects; write re-

ports; negotiate project development and planning. **Location: Toronto.**

**Qualifications:** excellent research and communication skills; highly developed analytical and report-writing skills; knowledge of issues affecting public/community interaction, with particular emphasis on victim assistance or knowledge of issues affecting race relations and native matters.

**Submit resume by May 5 to: File SG-71P, Ministry of the Solicitor General, Human Resources Services Branch, 8 York Street, 2nd Floor, Toronto, Ontario, M5J 1R2.**

### JUNIOR ENGINEER

Apply your engineering skills in a highly demanding project environment with the OPP telecommunications project. You will help the mobile, microwave and telephone systems install a province-wide telecommunications system consisting of dispatch centres and 144 remote VHF tower sites. **Location: Scarborough.**

**Qualifications:** degree in engineering; eligibility for Association of Professional Engineers of Ontario registration within two years; analytical ability, good communication skills; ability to work in a project environment; willingness to travel throughout the province.

**Submit resume by May 5 to: File SG-11P, Ministry of the Solicitor General, Human Resources Services Branch, 8 York Street, 2nd Floor, Toronto, Ontario, M5J 1R2.**

## Tourism and Recreation

### PROJECT ENGINEER TRAINEE

This is an opportunity with the St. Lawrence Parks Commission, an agency of the Ministry of Tourism and Recreation, to join our staff and develop your engineering background in an eastern Ontario environment of parks and historical attractions with related capital, maintenance and service operations. Under supervision, you will identify, budget and implement projects for construction and maintenance; perform field inspections and reports contribute to relevant long-range plans. **Location: Morrisburg.**

**Qualifications:** bachelor's degree in civil engineering; knowledge of financial analysis; good organizational, communication and interpersonal skills.

**Submit resume by May 5 to: File TR-21P, Ministry of Tourism and Recreation, Human Resources Branch, 7th Floor, 1075 Bay Street, 14th Floor, Toronto, Ontario, M7A 2H9.**

### TOURISM INDUSTRY CONSULTANT TRAINEE

The northwest regional office seeks an enthusiastic individual to deliver consulting services to tourism industry clients in the western Ontario region. An experienced consultant's guidance you will advise and assist the private sector and municipalities re financial planning, operations, marketing and development of tourism operations; oversee district licence renewal program; recommend on loan/giant projects; applications and monitor performance; monitor and report progress of projects funded under ministry programs. **Location: Thunder Bay.**

**Qualifications:** degree or diploma in business administration; knowledge of financial analysis and marketing; strong knowledge of the Ontario tourism industry with focus on northwestern

Ontario; strong communication skills; good organizational and administration skills.

**Submit resume by May 5 to: File TR-21P, Ministry of Tourism and Recreation, Human Resources Branch, 7th Floor, 1075 Bay Street, 14th Floor, Toronto, Ontario, M7A 2H9.**

## RECREATION CONSULTANT TRAINEE

An outgoing individual with good interpersonal skills is required by the southwest regional office to serve clients in the Grey and Bruce Counties. Under the guidance of an experienced consultant, you will help provide consultation and assistance to municipalities as well as assist with local recreation organizations re fiscal and program planning, leadership development and operations. You will work as a team member with the regional recreation unit and undertake development of regional databases. **Location: Hanover.**

**Qualifications:** knowledge of leadership development, sports, fitness and recreation acquired through relevant post-secondary studies; knowledge of financial analysis and business administration; good communication skills.

**Submit resume by May 5 to: File TR-21P, Ministry of Tourism and Recreation, Human Resources Branch, 7th Floor, 1075 Bay Street, 14th Floor, Toronto, Ontario, M7A 2H9.**

## Treasury and Economics

### JUNIOR POLICY ANALYST

An exciting and challenging opportunity is available in the taxation policy branch. Under a senior budget adviser's supervision, you will examine legislative policy options and provide well-researched and reliable advice to senior ministry staff. This particular region's position in the federal government. Quality advice will require consultation with officials of other branches, ministries, the private sector and the public. **Location: Toronto.**

**Qualifications:** degree or diploma in economics, business, public administration or a related discipline; solid grounding in economic and public finance theory and quantitative methods; strong understanding of public decision-making processes; excellent communication, analytical and interpersonal skills; computer programming skills an asset.

**Submit resume by May 5 to: File TE-21P, Ministry of Treasury and Economics, Human Resources Branch, 4th Floor, 1075 Bay Street, Toronto, Ontario, M5S 2B1.**

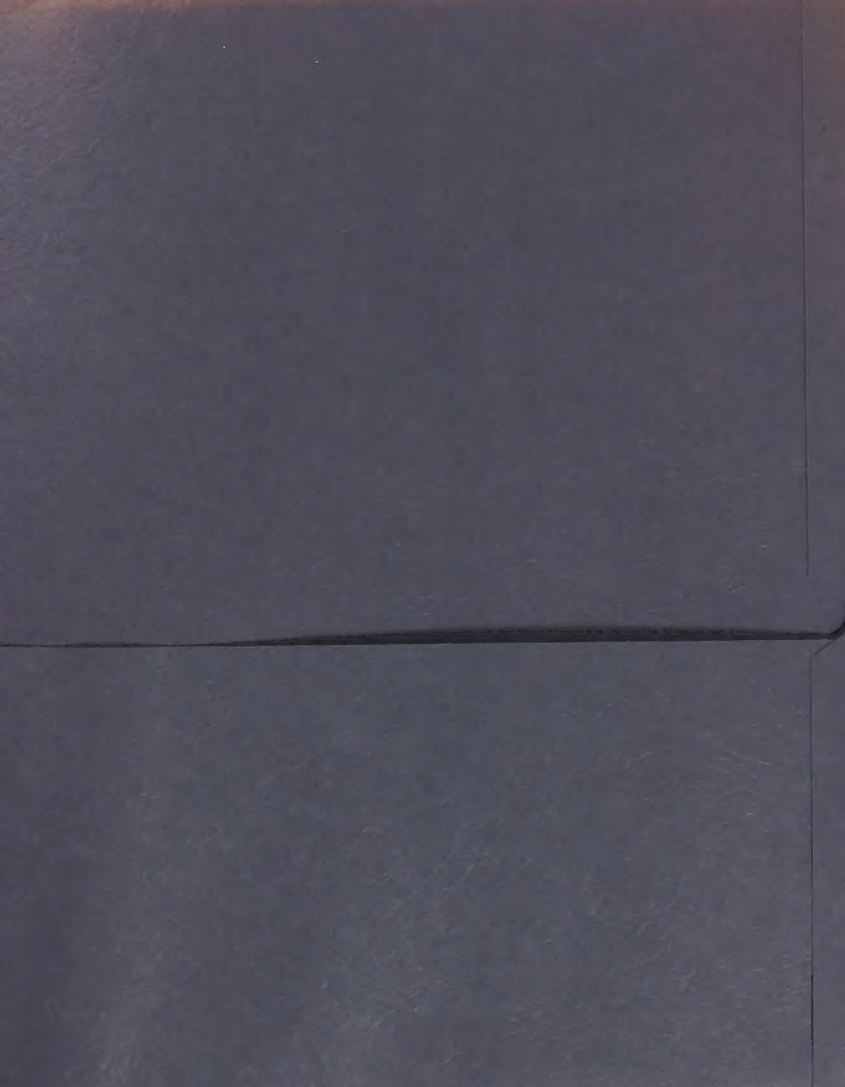
### INTERNAL AUDITOR TRAINEE

This opportunity with the internal audit branch will provide basic training in financial/EDP auditing. Assignments will include participating in the development of audit programs and their execution; developing findings and recommendations for review by professional auditing staff. **Location: Toronto.**

**Qualifications:** degree or diploma in business administration, commerce or computer sciences; good communication skills; strong analytical skills; expected to enrol part-time in a two-year certificate program offered through the Institution of Internal Auditors.

**Submit resume by May 5 to: File TE-21P, Ministry of Treasury and Economics, Human Resources Branch, 4th Floor, 1075 Bay Street, Toronto, Ontario, M5S 2B1. Tel: (416) 965-6171.**





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